This form should be completed by the Originator’s Department, in cooperation with the Procurement Department, and attached to the approved Purchase Request. Both documents should then be submitted to the Procurement Department to initiate the tender process.

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| **PR** # (or MAR#): | ABV-MAR-032 | **PR Description:** | Health/Medical Insurance Cover for Mercy Corps Nigeria |

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| **1. Estimated Timeline**: Indicate any additional information (if any) regarding the expected delivery or completion date (scheduled delivery…), and/or estimated length of the contract, that is not stated in the PR**.**   * **2 Years** |

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| **2.Select Bid or Proposal:** Explain why the option was selected next to selected option below  *(Refer to section 5.8 of the FP3 or consult with Global Procurement for additional assistance)*   |  |  | | --- | --- | | * **Bid (RFB)** | Lowest price technically acceptable. Must use “pass / fail” technical evaluation criteria. | | * **Proposal (RFP)** | Trade off method. Set evaluation criteria and weighting or scoring. | | **Explanation:**  Trade off method will be used to evaluate the offers technically as per the set evaluation criteria. The total technical score is superior or equal to the minimum technical score determined by the selection committee. | | |

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| **3.Supplier Eligibility Criteria:** List any additional eligibility criteria (section 5.9 of the FP3) to the minimum standard criteria defined in the FP3 (refer to sections 5.6 of the FP3)   1. Certificate of Incorporation Issued by Corporate Affairs Commission (CAC) 2. Tax Clearance Issued by Federal Inland Revenue Service 3. Evidence of Registration with the National Health Insurance Scheme (NHIS) |

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| **4. Tender Submittals:** List documents that will be required for submission by offerors and used in the technical evaluation *(Refer to section 5.10 of the FP3)*. The minimum Supplier Eligibility Criteria (as described in 5.6 of the FP3), such as business registration documents, do not need to be listed here, as they will be applicable to all tenders in a specific country as defined by the Procurement Department).  Examples: Design documents, ISO certifications, CVs, and project timelines.   * Company profile * Certificate of Incorporation Issued by CAC * Evidence of Registration with NHIS * Tax Clearance certificate * CVs/Profile of the MD/CEO, and the controlling owner * Copy of audited Financial Statement for Year 2019 * Letter indicating acceptance of flexibility of adding or replacing an existing staff with a new staff * Hospital providers list * Letter accepting to conduct medical checkup for new staff and quarterly health & wellness workshop for all staff * Three reference letters from any reputable international organization serviced by the firm * Verifiable evidence of similar service successfully executed in the past from a minimum of five organizations. (E.g. Contracts, Purchase orders, service Level Agreements etc.) * Bidder should confirm at least 24 months price validity on the TENDER RESPONSE FORM (bidder’s ability to fix price for 24 months will be an added advantage) * List of added Benefits. |

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| 5.List Evaluation Criteria (for either method) and relative weighting (for Trade-Off method only): List as many evaluation criteria as needed *(Refer to section 5.11 of the FP3 or consult with Global Procurement for additional assistance)*  Technical Evaluation:   1. Cover provision for rehabilitation and post hospitalization, last expense, inpatient psychiatry, pre-existing illness / chronic related conditions, newly diagnosed conditions; congenital/genetic disorder and neonatal complications, inpatient non-accidental cover, inpatient non-accidental ophthalmological cover etc. (most competitive limits/sub limits will score a maximum of 20 points and subsequent offers to be assigned relative to the most competitive) – 20% 2. References and verifiable evidence of similar service successfully delivered in the past to a minimum of five organizations including two current clients and one including INGO if any (i-e, reference letters on clients letter head signed & contact details of procurement focal person) – (3% per evidence) – 15% 3. Professional qualification of two key personnel - attach CVs. (1.5 point for relevant professional experience and one point for relevant education) – 5% 4. Copy of audited Financial Statement for Financial Year 2019/2020 - 5% 5. Flexibility of replacing an existing staff with a new staff all through the contract duration to be indicated on the company’s letter head - 5% 6. Ability to provide service with multiple hospitals all over the country (to be indicated in the hospital providers list) & geographic coverage in Mercy Corps areas of operations (09 points for overall coverage and one additional point for each MC field location, total six locations) - 15% 7. Ability to provide services of Grade A Hospitals (1 point each for a max. of 10 points) - 10% 8. Complementary services and value additions including medical checkups for all new staff, quarterly health and wellness workshops etc. (1 point for each with a max of 5 points) - 5%   **Financial Evaluation:**   1. Cost and value for money – the best price offer to be assigned the maximum score and all subsequent offers to be assigned relative to the best price. Bidders should confirm duration of the price validity for weighting – 20% |

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| **6. Sample:** Are you collecting samples for goods? (Read Section 5.12 of the FP3)   * Yes * No * N/A | **If Yes, are there special requirements?** |

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| **7. Advertising** (Optional): Suggestions on advertising location and methods (suggestions will be considered by Procurement for inclusion in the advertising plan) (Read Section 5.15 of the FP3).   * Online: * Local: * Other: Invitation to potential |
| **Q&A Session/Site Visit Requested?** (Read Section 5.13 and 6.7.2 of the FP3)   * No * Yes   If yes list details, what the session is, where it will be held and a suggested date:  **Only written question via** [**questions@mercycorps.org**](mailto:questions@mercycorps.org) |
| **Staff member responsible for answering written questions:**  Fola/Olamilekan |

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| **8.Quality Control Plan (for High-Value Tender only):** Attach Quality Control Plan if applicable   * Not Applicable * Attached |

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| **9.Contract Type and Templates:**   |  |  | | --- | --- | | * Purchase Order - Goods * Purchase Agreement - Goods * Master Purchase Agreement - Ongoing Goods Purchases | * Service Agreement * Master Service Agreement - Ongoing Services Purchases | | * Construction - Simple Contract * Construction - Intermediate Contract * Construction - FIDIC | * Other - Specify / Coordinate with Global Procurement (if necessary) |  |  | | --- | | **Pricing Structure**: Select the requested Pricing Structure (refer to section 8.3.1 of the FP3). Fixed Price should be the default option; if another option is selected, explain why it was selected.   * Fixed Price * Cost Reimbursement (Cost Plus Fixed Fee) * Time and Materials |   **Special Terms for Contract:** If needed, identify any special contract terms that are different from our standard templates. Consult with Procurement if you are unsure. Note: The sample contract will have to be finalized prior to issuing the RFP *(Refer to section 5.17 of the FP3).*  NA |

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| **10. Other relevant information:** Indicate any other relevant information that would be helpful for the tender process.  NA |