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#): | KMP **0970** | **PR Description:** | Service Agreement for Provision of Health Insurance benefits for Mercy Corps team members and their dependents in Uganda. |

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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.  The contract period should be 24 months. |

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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. | | **X Proposal (RFP)** | Trade off method. Set evaluation criteria and weighting or scoring. | | **Explanation:** We are looking for proposals from various service providers and will compare different packages that fit our criteria below | | |

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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)  Country Minimum Standards for Suppliers are included in all tenders.   1. Company certificate of Incorporation. 2. Tax registration certificate. 3. A copy of the most recent tax clearance certificate preferably addressed to Mercy Corps. 4. A copy of a valid trading license for the current financial year. 5. Bank statements for the last 6 months (Between July 2020 – March 2021) or Audited books of accounts FY19/FY20. 6. Copy of a valid operating license certificate from the Insurance Regulatory Authority (IRA). 7. Memorandum and Articles of association with list of Directors. 8. Company profile showing details of establishment, physical location and official operating premises and services offered. |

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| **4.Tender Submittals:** List documents that will be required for submission by offers 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.  1. List of Regional affiliated clinics 2. List of Benefits and exclusions 3. Company profile 4. Recommendations from other organizations using services. 5. Detailed budget 6. References / examples of past work. 7. Proof of operation for 1 or more years. 8. List of previous clients 9. Recognized bank account. |

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| **3.5.1 Scoring Evaluation**  ***Trade-Off Method***  Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.  Award criteria shall be based on the proposal’s overall **“value for money”** (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.  Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in section 3.5.2.  When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criteria based on the following scale:   |  |  | | --- | --- | | **Point** | **Rationale** | | 0 | Not acceptable; has not met any part of the specified criteria | | 1-4 | Has met only some minimum requirements and may not be acceptable | | 5 | Acceptable | | 6-9 | Acceptable; has met all requirements and exceeds some | | 10 | Acceptable; has exceeded all requirements |  |  |  |  |  | | --- | --- | --- | --- | | **Evaluation Criteria** | **Weight**  **(%)** | **Possible Points**  **(1 to 10)** | **Weighted Score** | | **(A)** | **(B)** | **(A\*B)** | | Breakdown of benefits covered under the policies proposed. Applicants must have had these policies running and being used by other similar organizations for at least 5 years.   * **Refer to scope of work.** | 25% |  |  | | Hospital coverage in the major and surrounding districts of Mercy Corps operations. The service provider should be able to have various affiliations with hospitals offering high standard services within the core and surrounding districts.   * The Service provider must have many hospitals and clinics in Karamoja region. | 20% |  |  | | |  | | --- | | A clear breakdown of the premium for the below categories: | | * Amount of Premium Chargeable Per member in the scheme. | | 15% |  |  | | Efficient process for submitting claims from unaffiliated providers for reimbursement (clearly indicate the process in the proposal) | 10% |  |  | | Demonstrated experience in providing Health Insurance benefits for its team members and their dependents in Uganda with similar organizations having good track-record. Minimum of 5 years’ experience.   * **Attach at least 3 reference letters from INGO’s.** | 10% |  |  | | Tender Price – Lowest bidder (5 marks), 2nd lowest bidder (4 Marks), 3rd lowest bidder (3 marks); 4th lowest bidder (2 marks); 5th lowest bidder (1 mark); any other price. | 5% |  |  | | Provide complete cover details such as policy conditions, exclusions, consultation limits, bed rates**.** | 10% |  |  | | Provide any other value additions **(5 marks – each 1 mark)** | 5% |  |  | | **TOTAL POSSIBLE SCORE:** | **100%** |  |  | |

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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?**  (Default: 1 sample per each item will be collected.) |

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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**: Mercy Corps website * **Local:** Through the newspaper. * Other: |
| **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:  **NO** |
| **Staff member responsible for answering written questions:**   * Esther Musoke |

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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).* |

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