



**IPPF** International  
Planned Parenthood  
Federation

Africa Regional Office

*From choice, a world of possibilities*

**Request for Bids**

**P O BOX 30234-00100 NAIROBI**

**TELEPHONE: 020 4909000**

**Bid No: 12-IPPFAR/2022**

**Closing date: 07 July 2022 at 11:00 am East Africa Time.**

**INSURANCE SERVICES**

**Delivery Address:**

*IPPF Africa Region.*

*Merchant Square, Block C, 5th Floor.*

*Riverside Drive. PO BOX 30234. Nairobi. Kenya.*

*Tel: +254 20 4909000. Or: +254 722 203728.*

## **BACKGROUND**

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health (SRH) service delivery organization in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. Supported by thousands of volunteers, IPPFAR tackles the continent's growing sexual and reproductive health challenges through a network of Member Associations (MAs) in 39 countries.

This information will form part of the eventual bid and must thus be complete as there will not be a chance to do so again later. It is also essential that the information supplied is both correct and true.

## **OBJECTIVE**

The purpose to outsource this function is to set up an advantageous agreement with the most competent supplier, resulting in successful and quality provision of insurance services and subsequent cost savings.

IPPFAR intends to contract with a suitably qualified service provider for a period of one year.

## **TAX EXEMPTION:**

The Agreement between IPPFAR and the Government of Kenya on the Privileges and Immunities provides inter-alia that IPPFAR is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IPPFAR exemption from such taxes, duties or charges, the successful bidder shall immediately consult with IPPFAR to determine a mutually acceptable procedure.

Accordingly, the successful bidder authorizes IPPFAR to deduct from the invoice any amount representing such taxes, duties or charges, unless the successful bidder has consulted with IPPFAR before the payment thereof and IPPFAR has, in each instance, specifically authorized the successful bidder to pay such taxes, duties or charges under protest. In that event, the successful bidder shall provide IPPFAR with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized

## **BRIBERY AND FACILITATION:**

Bribery or facilitations of any sort is not acceptable and will attract a permanent ban. Any supplier/service provider that is known to have engaged in corrupt, fraudulent, collusive, or coercive practices will be rejected.

Such supplier/service provider will be blacklisted and any business dealing with such terminated for a period not less than five (5) years.

The resumption of business with a supplier/service provider involved in unethical practices would be subject to a comprehensive scrutiny, showing with documentary evidence that the supplier/service provider has discontinued the unethical practices and put in place reliable systems/procedures to ensure the situation has effectively changed positively.

## PARTNERSHIP HISTORY:

IPPF BIDDER_2022	
Have you ever bid on an IPPF tender? Y/N	
If yes, in which Year?	
Have you ever provided services to IPPF Y/N; If yes give us more details	
Are you in direct or indirect contact with IPPF staff? If so, describe the nature of your relationship.	

### Specific Conditions

#### Special conditions to be met by the service providers

Companies/firms must submit the following documents/information:

- Detailed Company Profile (Maximum 5 pages) indicating the names of the company directors
- Letter of Interest, stating why you consider your firm suitable for the roster.
- Copies of audited accounts for the previous three years (2019, 2020 and 2021)
- Copy of valid Tax Compliance Certificate
- Copy of current TIN (Tax Identification Number), and/or a TCC (Tax Compliance Certificate) For non-Kenya based firms
- Copy of Certificate of Registration/Incorporation from Registrar of Companies
- Copy of Business permit
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
  - Name of organization/agency/company for which the services were provided
  - Name, address, mobile contact, and email of primary contact
  - A brief description of service provided.
    - At least three samples of similar work deliverables done.
    - Demonstrate availability of appropriate skills among staff in sufficient numbers and experience in the region and attach their CVs

### SPECIFIC TASKS

The service provides will undertake the following tasks:

- a) Asset Insurance (Office Furniture, Equipment and Vehicles);
- b) Staff Medical Insurance (Inpatient and Outpatient);

### TIME FRAME AND APPROACH

The selected service provider will be engaged for 1 year, with the subsequent assessment of the services provided.

IPPFAR reserves the right to terminate the Service Level Agreement (SLA) by giving a one-month termination notice.

## **REQUIREMENTS**

Interested service providers must be fully experienced and able to provide a wide range of insurance products at an attractive cost.

## **SUBMISSION DATES**

The Bid should be delivered or posted to the address specified above in hard copy. All envelopes should be sealed and clearly marked:

**“PROVISION OF INSURANCE SERVICES”**

**“Bid No: IPPFAR/022”**

## **FINANCIAL ARRANGEMENTS**

Bidders are solely responsible for their own costs in preparing the Bids.

Payments for all services shall be made on receipt of appropriate invoices, the satisfactory completion of work.

The financial proposal shall be submitted in the format below.

## **PROPOSED FEE STRUCTURE FOR INSURANCE SERVICES**

**Unit price KSHS as follows:**

- a) Asset Insurance (Office Furniture, Equipment and Vehicles) – Provide list of available insurance products including insurance premium per product.
- b) Staff Medical Insurance (Inpatient and Outpatient) - Provide list of available insurance products including insurance premium per product.

## **CONFIDENTIALITY**

- a) Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. IPPFAR reserves the right to seek clarification or verification of any information in the Bids.
- b) All information pertaining to the IPPFARO obtained by the bidder as a result of participation in this Bidding process is confidential and must not be disclosed without written authorization from the person in charge of both parties.
- c) The successful bidder will be expected to sign a Non-disclosure Agreement as part of Service Level Agreement.

## **OWNERSHIP OF BIDS**

All Bids, including supporting documents, submitted to IPPFAR become the property of the IPPFAR.

## **MODIFICATION OF TERMS**

IPPFAR reserves the right to add, modify or omit certain portions of the Bids scope at any time at its sole discretion. This includes the right to cancel at any time prior to entering into a contract with the successful bidder.

## **EVALUATION OF TENDERS & AWARD CRITERIA**

- a) Only Bids received as specified above will be considered.
- b) Bids will not be evaluated if the bidder's current or past corporate or other interests may, in IPPFAR's opinion, give rise to a conflict of interest.
- c) Stated ability of the bidder to meet all the minimum requirements specified in this document.
- d) Proof of technical knowledge in the area of the required focus.
- e) Proof of at least four (4) years of relevant experience.
- f) Service cost.
- g) Any form of corruption will result in a ban
- h) Any false information given will result in a ban
- i) Support IPPF in its quest for quality service
- j) Be competitive with the financial proposal
- k) Be technically sound in relation to the field of activity
- l) Be a force of proposal and improvement about any request
- m) Be transparent and make all requested information accessible

### **Schedule :**

<b>IPPF TENDER 2022</b>	
<b>08/06/2022</b>	<b>Tender Notice Sharing</b>
<b>07/07/2022</b>	<b>Receipt and opening of offers</b>
<b>14/07/2022</b>	<b>IPPF BID Committee</b>
<b>24/07/2022</b>	<b>Notification of provider selection</b>
<b>01/08/2022</b>	<b>Contract / start of activities</b>

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### **General Information**

One page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the Organization to statements made in the proposal.

- a) Title Page listing the Bid No.:
- b) Organization Name:
- c) Postal Address:
- d) Physical Address:
- e) Telephone Number:
- f) Fax Number:
- g) Cellular Telephone Number:
- h) Email Address:
- i) Website: If any!
- j) Full Names of two Contact Persons:

### **Profile of the service provider.**

- a) A record of at least four (4) years of experience in Insurance cover.
- b) A description and proof of qualifications and experience in providing the services.
- c) Full Contact Details of any third parties involved in the proposal.
- d) Description of role or element of proposal to be fulfilled by any third-party.
- e) Certified copies of a Certificate of Registration or Incorporation with relevant national authorities.
- f) Proof of valid good standing certificate of VAT and PIN Nos.

### **Reference Sites**

Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

**Methodology**

Bidders must describe their specific methodology for service provision, the benefits of such methodology and any risks and challenges that may be foreseen.

**Schedule of Costs**

**All costs must be quoted in Kshs.**

The schedule must take the following format:

- a) A full breakdown of the price as specified in the Financial Arrangements section:
- b) An itemized breakdown of the cost of any options being proposed beyond the specified Terms of Reference.
- c) The applicable rate of VAT in respect of each service being proposed.
- d) Details of any other costs, taxes or duties which may be incurred; and
- e) Confirmation that the proposal remains valid for 90 days after the closing date for receipt of proposals.

**Additional Information**

Bidders may provide any other information which may be relevant to this proposal.