

Nonviolent Peace Force Invitation to Bid No. ERB1010020 – PROVISION OF NATIONAL STAFF MEDICAL INSURANCE SCHEME

Tender Closing Date & Time: 09.5.2024, 1700hrs, and Iraq time

Dear Sir/Madam,

Nonviolent Peaceforce (NP) is a global non-profit organization. We protect civilians in violent conflicts through unarmed strategies. We build peace side by side with local communities. We advocate for the wider adoption of these approaches to safeguard human lives and dignity.

Within the framework of its program in Iraq, Nonviolent Peaceforce is seeking to contract services for health insurance, specifically for the provision of a National Staff Medical Insurance Scheme. Therefore, Nonviolent Peaceforce is inviting prospective companies specializing in Medical Insurance Scheme services to submit bids under an Invitation to Bid (ITB) process for the above-mentioned service.

SERVICE DESCRIPTION

The Health Insurance Company will undertake the task of providing comprehensive services that cover all Kurdistan Region and Iraq (**Most Preferably Ninenawa Government**), aiming to achieve the following key objectives:

The Contracts eligible for bidding are:

Contract No.	Country	Location	Service Description
ERB1010020	Iraq	Iraq	PROVISION OF NATIONAL STAFF MEDICAL INSURANCE SCHEME

- Staff Medical Insurance Scheme should cover;
 - In-patient medical treatment
 - Outpatient medical treatment
 - Dental, Optical
 - Maternity
 - Group Accident/Life Cover and WIBA
 - Preferred to have agreements with hospitals and clinics in the Kurdistan Region and Iraq (**Most Preferably Ninenawa Government**) for direct billing settlement.
 - Provide staff with medical cards for direct billing.
- Indicate various limits and premiums on offer.

- An overview of how the services are covered
- Illustrate how the Group Accident/Life cover premium has been calculated
- Provide details on Claim and Reimbursement Procedures
- Rates and payment requirements: Provide details on the following:
 - Monthly rates and payment.
- **Total Current Staff with their dependence is (308) subject to change due to transitions and new or leaving employees and classified as followed:**

Item No	Description	Quantity
1	Staff and spouse medical insurance age group (18-30)	63
2	Staff and spouse medical insurance age group (31-45)	78
3	Staff and spouse medical insurance age group (46-55)	17
4	Staff and spouse medical insurance age group (56-65)	3
5	Staff and spouse medical insurance age group (66-99)	0
6	Children under 18 (0-17)	147

Typically, the qualifications and requirements for such a Tender may include a combination of the following:

Requirements:

(a) License to operate

- The bidding company must registered with the local authorities and must have a valid license to operate in Kurdistan and Iraq (a copy should be attached).

(b) Financial Capability

The bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- Bidders shall include a **financial bank statement (Tax clearance)** from a bank indicating their financial status which will indicate their ability to perform the contract of the magnitude equivalent to the quoted bid price. This evidence should be submitted together with the bid.

(c) Experience and Technical Capacity

The bidder shall furnish documentary evidence to demonstrate that it meets the following requirement(s):

- List of existing customers from INGOs and UN agencies
- The offer should include the company's profile listing the work done in the last 2 years.
- Letters of reference from previous clients.

(D) List of Service and Price Schedule

Your quotation should clearly indicate the following:

- A financial bid quoted in USD/IQD (inclusive of the cost of insurance, servicing, etc. outlined above, and all associated tax and fees).
- Net price after deduction of discounts:
- Validity of the offer:
- Detailed specifications (insurance policy)

All documents must be signed and stamped by the relevant Representative. All bids must be valid for 30 calendar days from the closing date of the request for Quotation advertisement.

All documents are to be submitted in a sealed envelope and delivered either personally or by courier to Nonviolent Peaceforce, Parkview Building No.2, Floor 4, Apartment 9, Gullan Street, Erbil, Iraq.

Email Submission. Email submissions are ONLY to be sent to:

1. tenderiraq@nonviolentpeaceforce.org The bidder is to ensure that the submission is:
 - 1.1. Free from virus and corrupted files
 - 1.2. Format: PDF files only,
 - 1.3. Max. File Size per transmission: 10 MB
 - 1.4. Max. No. of transmission: 5
 - 1.5. No. of copies to be transmitted: 1.
 - 1.6. Mandatory subject of email: Tender Application for ERB1010020