

## **USAID/FHI360**

### **Expression of Interest**

#### **(A) Background**

Family Health International (FHI360) is not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research and technology – creating a unique mix of capabilities to address today's interrelated development challenges. With funding from the United States Agency for International Development (USAID), FHI360 is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigerian capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria.

FHI 360 Nigeria Country Office is hereby inviting eligible insurance brokers to express interest in providing insurance service to FHI360 Nigeria as per the scope below:

#### **(B) Scope of Requirement**

- (1) To enable FHI360 Nigeria take out a group life policy for her staff, the selected brokers will.
- (2) Approach Insurers on behalf of FHI360, and use their experience to negotiate favorable terms for FHI360
- (3) Draw on their extensive market knowledge to advise FHI360 on issues relating to policy benefits, extensions, and available options
- (4) Leverage on their experience and expertise to help FHI360 select insurance policies that deliver risk solutions at the most competitive rates, and execute same with identified insurers) on behalf of FHI360
- (5) Be responsible for administering the policy as may become necessary, to settle claims that may arise
- (6) Ensure prompt and efficient claims administration and processing
- (7) Provide other professional services as may be required from time to time, related to group life assurance

(8) Provide access to information on trends or other insurance related news from around the world

**(C) Selection Criteria**

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of proposal

Proposals should be comprehensive and highlight how the bidding company intends to meet up with our requirements as state above Proposals should include the following and must be in the format below:

- (1) Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization.
- (2) Evidence of company registration (i.e. Certificate of incorporation Corporate, form CAC7 & CAC2).
- (3) Evidence of payment of tax (tax clearance certificate) for the last three years 4 Evidence of financial capability i Bank reference letter
- (5) ii. Audited financial statements for the last three years (showing minimum average annual turnover of N50million during the three-year period)
- (6) Certificate of registration and valid/current membership with the National Insurance Commission (NICOM)
- (7) Certificate of registration and valid/current membership with the Nigerian Council of Registered Insurance Brokers (NICRIB)
- (8) Evidence of experience in taking out and administering group life assurance policies for reputable organizations (especially INGOs)
- (9) Evidence of successful settlement of at least five claims (of minimum value of N15million each) on life assurance policies within the last three years, with clear indication of how long it took to settle the claim

(10) Recommendation Letter from three reputable and notable past or present clients attesting to satisfactory performance in previous provision group life assurance services

**(D) Clarification and Submission of Proposal:**

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email to [procurement@sidhas.org](mailto:procurement@sidhas.org) **not later than 5pm Friday 20th January, 2017.**

Expression of interest and supporting documents (listed in section C above) must be submitted in a sealed envelope and signed by authorized representative of the bidding company **on or before 2pm Friday 27th January, 2017** Envelope should be labelled “**EOI for Group Life Assurance**” and addressed to

**The Procurement Manager**

**Family Health international (FHI360),**

**Plot 1073 JS Tarka Street, Garki, Area 3 Abuja.**

Any proposal received by FHI360 after the deadline for submission stated herein shall be rejected.

No proposal shall be modified after the deadline for submission of proposals.

Facsimile (fax), e-mail documents or postmarked documents will not be accepted Issuance of this EOI in no way constitutes a commitment by FHI360 to award a contract. FHI360 reserves the right to vary any part of this EOI at the time of award if it becomes necessary.

This procurement is funded by the U.S Agency for International Development (USAID) and is subject to the applicable Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR)

FHI360 is Value added tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian laws.