

## **FAMILY HEALTH INTERNATIONAL (FHI 360) EXPRESSION OF INTEREST (EOI)**

### **(A) BACKGROUND:**

Family Health International (FHI 360) 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.

The Nigeria Country Office is hereby seeking proposal for qualified and interested Insurance companies to provide Group Life Assurance Policy for our employees as per the scope below.

### **(B) SCOPE OF SERVICE REQUIRED:**

To enable FHI 360 Nigeria take out a group life policy for her staff and partner, the selected broker will:

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

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

**(C) EVALUATION & SELECTION CRITERIA:**

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

Submissions should be comprehensive and highlight how the bidding company intends to meet up our requirements, as stated above

(1) Detailed company profile with registered address, functional email address, telephone numbers, and point of contact for the organization.

(2) Evidence of company registration (i.e. Certificate of incorporation, form CAC2 and CAC7)

(3) Evidence of financial capability:

(i) Bank reference letter

(ii) Audited financial statements for 2015, 2016, and 2017 (Showing minimum overage annual turnover of N50million during the three year period)

(4) Tax Clearance Certificate for 2015, 2016, and 2017

(5) Certificate of registration and valid/current membership with the National Insurance Commission (NICOM)

(6) Certificate of registration and valid/current membership with the Nigerian Council of Registered insurance Brokers (NICRIB)

(7) Evidence of experience in taking out and administering group life assurance policies for reputable organizations (especially INGOs)

(8) Evidence of successful settlement of at least five claims (of minimum value of N15 million each) on life assurance policies within the last three years, with clear indication of how long it took to settle each claim.

(9) Recommendation letter from a past or present client

**(D) SUBMISSION OF EOI**

Bidders are requested to submit their expression of interest in a sealed separate envelope, clearly indicating "EOI for Group Life" Submission should be at the below address and **not later than 4:00PM Friday 21 September, 2018** in a sealed envelope:

**The Procurement Committee**

**Family Health International (FHI360),**

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

**Abuja,**

**( E) OTHER INSTRUCTIONS:**

Bidders must submit requests for any clarification concerning this EOI via [quotations.Nigeria@ng.fhi360.org](mailto:quotations.Nigeria@ng.fhi360.org) **not later than 5:30pm on Thursday 20 September, 2018.**

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, FHI 360 reserves the right to vary any part of this EOI at the time of award if it becomes necessary. FHI360 is Value added Tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with relevant Nigerian laws. 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.