

## **JHPIEGO**

### **REQUEST FOR PROPOSAL FOR PROVISION OF GROUP LIFE ASSURANCE**

#### **Background**

Jhpiego Corporation and affiliate of John Hopkins University, is an international non-profit, non-governmental organization that works to improve the health of women and families throughout the world. Jhpiego is in the process of engaging a reputable insurance company to offer a life assurance cover for its staff in Nigeria.

#### **CATEGORY C:**

#### **PROVISION OF GROUP LIFE ASSURANCE FOR ALL JHPIEGO Nigeria (Total of sixty-four-64 staff)**

##### **1.1 REQUIRED SERVICES**

- The selected vendor shall be required to provide Group life insurance coverage for all staff
- Be willing to offer a thirty (30) day credit facility after submission of Invoice
- Must be responsive and willing to offer prompt support if applicable.
- Offer competitive pricing in Nigerian Naira (or its dollar equivalent) valid for the contract period of one year.

##### **2.1. YOUR QUOTATION SHOULD INCLUDE THE FOLLOWING;**

- A breakdown of the financial offer, indicating the cost per head
- The quotation MUST be enclosed in plain sealed envelope and the quotation reference must be indicated
- Prices MUST be inclusive of VAT and all other cost as may be applicable
- The offer MUST be signed and stamped

The offer MUST be placed in the tender box at **Jhpiego Nigeria, Plot 971, Reuben Okoya Crescent, Wuye, Abuja (Behind Pacesetter College).**

##### **3.1. CONTRACT DURATION**

Jhpiego intends to engage the successful Bidders) for a period of **ONE YEAR. ALSO NOTE THE RATE/CHARGES INDICATED MUST BE VALID FOR THE CONTRACT PERIOD.**

##### **4.1. ELIGIBILITY**

**All applicants should provide the following;**

- Certificate of registration/incorporation with valid Tax Identification Number (TIN)
- Company profile (briefly reflecting the core competencies, key management personnel and clearly stating the physical verifiable address, mobile number and e-mail address)
- Proof or license to offer required services as given by the responsible regulatory body (if applicable).
- Minimum of three (3) reputable references

**N: B:** Only the most responsive vendors will be shortlisted and contacted. All vendors who are currently providing these services to Jhpiego must re-apply with all of the documentation attached as mentioned above.

##### **5.1 PROPOSAL SUBMISSION**

Completed offers including all the requirements and details specified, sealed in a plain envelope and clearly marked **“PROVISION OF GROUP LIFE ASSURANCE COVER FOR JHPIEGO STAFF (CATEGORY ” C”)**based on the category quoted for should be posted to the address below or be dropped into the Tender Box situated at our reception by close of business **Monday, June 5<sup>th</sup> 2017. (Office hours: Mondays-Fridays: 8.00am-4pm)**  
Jhpiego will not accept any proposal submitted in any other way. Incomplete proposals will not be considered.

#### **6.1 DELIVERY ADDRESS**

**The Country Director**

**Jhpigo – an affiliate of John Hopkins University**

**Plot 971, Reuben Okoya Crescent**

**Wuye, Abuja. Behind Pacesetters College**

#### **7.1 COMMUNICATION;**

**All questions can be directed to +234 92913684**