

Expression of Interest

Background

Family Health International (FHI 360) with funding from the United States Agency for international Development (USAID) through the Strengthening Integrated Deliver/ of HIV/AIDS Services (SIDHAS) project 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.

FHI360 Nigeria Country Office is inviting eligible and reputable insurance brokers to express interest in providing insurance services to FHI 360 Nigeria.

Scope of Work

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

1. Approach insurers on behalf of FHI 360 and use their expertise to negotiate favorable terms for FHI 360
2. Draw on their extensive market knowledge to advise FHI360 on issues relating to policy benefits, extensions, and available options.
3. Leverage on their experience and expertise to help FHI 360 select insurance policies that deliver risk solutions at the most competitive rates, and execute same with identified insurers on behalf of FHI 360.
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

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. of 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 CAC?)
3. Evidence of financial capability:
 - (i) Sank reference letter
 - (ii) Audited financial statements for 2011, 2012 and 2013 (Showing minimum average annual turnover of N50million during the three year period)
4. Tax Clearance Certificate for 2011, 2012, and 2013
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 we 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

Submission of Proposal

1. Expression of Interest and supporting documents (listed in Section C above) must be submitted in a sealed envelope **on or before 5,00pm, Thursday March**

12th 2015 Envelope should be labelled “EOI for Group Life” and addressed to

The Procurement Manager

Family Health International (FHI360),

Plot 1073 JS Tarka Street, Garki, Area 3

Abuja

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

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

Facsimile (fax), e-mail document or postmarked document will not be accepted.

Issuance of this solicitation in no way constitutes a commitment by FHI36Q to award a contract

FHI 360 reserves the right to vary any part of this solicitation at the time of award if becomes necessary.

FHI 360 is Value added Tax (VAT) exampled. But charges Withholding Tax (WHT) in compliance with Nigerian Tax laws