



## REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/HR/INS/04/24/24

### FOR THE PROVISION OF LIFE INSURANCE COVER FOR STAFF

**CLOSING DATE: 30 APRIL 2024**

**Please indicate on the Proposal and in the Subject line the Country quoted for**

**When replying to this RFP, please mention the RFP No in the subject line**

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## 1.0 INTRODUCTION

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The African Society for Laboratory Medicine (ASLM) is a Pan-African professional body, working to advocate for the critical role and needs of laboratory medicine and networks throughout Africa. For more information, please visit our website at <https://aslm.org>.

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## 2.0 OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

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### Background:

ASLM would like **Life Insurance Cover** for its Staff Members in **Zimbabwe, Malawi, Zambia, Eswatini, Ghana, Lesotho, Cameroon, Burkina Faso, Nigeria and Mozambique**. Please quote for the Country(ies) where you are able to provide the life insurance coverage.

Please refer to the Scope of Work below:

### Scope of Work:

- Ability to accept payment in USD monthly from the organization and also payment of a claim in USD.
- Track record of safely and reliably investing monthly premiums.
- Track record of timely processing of claims and disbursement thereof.
- A trustee board to assess viability of claims and disbursement of funds to beneficiaries.

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- Ability to safely and legally disburse funds to nominated beneficiaries.
- A policy for safeguarding of funds where beneficiaries are minors.
- Permanent disability cover equivalent to 24 months employee's salary.
- Death cover equivalent to 24 months employee's salary (In service and out of service).
- Accidental death cover.
- Cover for medical exam costs for medical underwriting purposes at no extra cost to ASLM.
- Temporary disability cover.
- 24 hours coverage – worldwide
- Provide details around Premium Refund Benefit.
- Any other pertinent advantages that the service provider may proffer.

**Disclaimer: Proposals must include all applicable exclusions and underwritings.**

#### **INITIAL TERM AND OPTIONAL PERIODS:**

The initial term of the service shall be one (1) year from the date of signing. ASLM may exercise its right to extend the contract by additional 2 years subject to the performance of the service provider and availability of funding.

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### **3.0 MANDATORY REQUIREMENTS**

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- Company profile with Certificate of Incorporation, Tax Clearance and all other applicable licenses, permit, authorizations, affiliations and certifications required per applicable laws and regulations. The company profile should provide additional information such as Registration name and trading name if applicable, physical address, telephone, contact person, period in business, key personnel/management and line of business.

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## 4.0 EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

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ASLM will accept proposals from bidders that provide Best Value and satisfy the requirements stipulated in the solicitation. All submissions/proposals will be evaluated against the set Evaluation Criteria provided below. Each proposal should contain the items listed in the Submission Requirements column in the following table.

| <b>Evaluation Criteria</b> | <b>Submission Requirements</b>  | <b>Weight</b> |
|----------------------------|---|---------------|
| 1.Package provided         | Clearly provide the comprehensive package/plan; including such details on free cover limit; availability of reinsurance cover, including processing of claim lead time. | 50%           |
| 2.Past Experience          | Provide at least 3 contactable references where similar cover was/is being provided   | 20%           |
| 3.Price                    | Administration rates per plan/person  | 30%           |
| <b>Total</b>               |   | <b>100%</b>   |

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## 5.0 CONTRACT TYPE

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For this procurement, ASLM signed a Firm Fixed Price Contract on the template of the Service Provider.

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## 6.0 SUBMISSION REQUIREMENTS

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Completed proposals must be addressed to the Procurement Committee and send electronically on or before the closing date and time to [rfpsubmission@aslm.org](mailto:rfpsubmission@aslm.org) **ONLY**.

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## 7.0 PROPOSED TIMELINES

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| Date          | Activity  |
|---------------|---|
| 23 April 2024 | Release of RFP and publicly posted on ASLM website:   |
| 25 April 2024 | Deadline for submission of inquiries related to this RFP directed to Email to: <a href="mailto:JShonhe@aslm.org">JShonhe@aslm.org</a> ; <a href="mailto:lchakache@aslm.org">lchakache@aslm.org</a> ; <a href="mailto:SMate@aslm.org">SMate@aslm.org</a> and all questions must clearly identified with the solicitation # |
|               | Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.  |
| 26 April 2024 | Response to all inquiries released and posted publicly on ASLM website  |
| 30 April 2024 | Deadline for Proposal submission.   |
| 3 May 2024    | Final decision announced and Bidders receive feedback   |
| 3 May 2024    | Contract confirmed & issued out.  |

While ASLM is desirous of maintaining the proposed timelines, delays necessitated by unforeseen circumstances.

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## 8.0 ASLM TERMS AND CONDITIONS

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The following are the terms and conditions of ASLM and any exceptions to these should be noted in writing at submission:

8.1. This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from companies interested in providing the goods or services outlined in this RFP.

8.2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements and thus, participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country(ies) where services will be rendered. The necessary legal, commercial, technical and financial requirements should be satisfied.

8.3. ASLM does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

8.4. ASLM reserves the right (but is not under obligation to do so) to enter into discussions with one or more respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost quotation.

8.5. All quotations **MUST** be typed, on company official letterhead with full contact details including physical address, contact phone, email. Submissions **MUST** be received on or before the **closing date** and **time** and all bids received after the closing date and time may not be considered.

8.6. ASLM shall NOT be responsible for any costs involved in the preparation and submission of bids or proposals. All costs to be borne by the bidder and this is irrespective of the outcome.

8.7. Bid validity of quotation/proposals shall be 90 days.

8.8. Unless otherwise specified in the final contract, full payment will be made by ASLM to the Vendor within 30 days of receipt of invoice from the Vendor and either delivery of goods or completion of required deliverable.

8.9 ASLM provides an equal opportunity for any vendor/supplier to participate irrespective of race, colour, religion, sex, or national origin and will receive equal treatment.

8.10. By participating, preparation and submitting this quotation or proposal, you represent that none from your organization has any conflict of interests.

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8.11. To the maximum extent practical and possible, ASLM will strive to ensure that the finances provided in this procurement do not support organisations, companies and individuals associated with acts of terrorism, prostitution and drug trafficking.

8.12. ASLM reserves the right to delay, amend, reissue, or cancel all or part of this RFP at any time but feedback will be provided to the vendors who participated. Additionally, ASLM will be under no obligation to reveal, or discuss with any bidder how a quotation/proposal was assessed, or to provide any other information relative to the selection process. Respondents whose quotations are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.

8.13. ASLM reserves the right to waive or permit cure of non-material variances in the bid proposal if, in the judgment of ASLM, it is in ASLM's best interest to do so. Non-material variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event ASLM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of ASLM.

8.14. Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the bidder from final selection.

8.15. **ASLM ETHICAL STATEMENT:** As part of its commitment to engrain a culture of honesty and integrity in all its business processes, unethical conduct such as undisclosed conflict of interests, bribes and kickbacks and other corrupt activities are strictly prohibited and denounced. No employees at ASLM are allowed to use their position to pursue personal and unethical gain. In the same vein, bidders or potential suppliers and contractors are proscribed from offering bribes aimed at influencing the process and the outcome(s). ASLM implore vendors to embrace this culture in their interactions with us. Violation of this ethical principle and requirement will result in the supplier or service provider disqualified and ASLM will not solicit or accept bids in the future from the same. Should you experience or suspect unethical behaviour by an ASLM employee, please reach out to via email: [ASLM@tips-offs.com](mailto:ASLM@tips-offs.com) or through the website: <http://www.tip-offs.com/>.

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