



## Request for Proposals (RfP)

### REQUEST FOR PROPOSAL FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES

By IUCN (INTERNATIONAL UNION FOR CONSERVATION OF NATURE)

#### Location

IUCN Eastern & Southern Africa Regional Office located along Mukoma Road off Magadi Road in Karen, Nairobi, Kenya is the regional headquarters for the countries in Eastern and Southern Africa, with an operating office in Rwanda.

#### Services

IUCN wishes to source for Medical, Group life/WIBA and General insurance services for its staff based in Rwanda.

#### RfP Reference: IUCN-24-02-P90276

Welcome to this Procurement by IUCN (International Union for Conservation of Nature). You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

#### 1. REQUIREMENTS

- 1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

#### 2. CONTACT DETAILS

- 2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your Proposal.

IUCN Contact: ESARO Procurement Office, [tenders.ke@iucn.org](mailto:tenders.ke@iucn.org)

#### 3. PROCUREMENT TIMETABLE

- 3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
26 February 2024	Publication of the Request for Proposals
1 March 2024	Deadline for expressions of interest and submission of questions
8 March 2024	Planned publication of responses to questions
22 March 2024	Deadline for submission of Proposals to IUCN (" <b>Submission Deadline</b> ")
29 March 2024	Clarification of Proposals
4 April 2024	Interviews and presentations
15 April 2024	Planned date for contract award

DATE	ACTIVITY
1 May 2024	Expected contract start date

3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

**4. COMPLETING AND SUBMITTING A PROPOSAL**

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

**Proposals must be prepared in English.**

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2) and 1 physical copy submitted to the tenderbox located at the reception of the office. The subject heading of the email and envelop shall be [RfP Reference – description of services being offered- Bidder Name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted as one PDF document. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool. Failure to follow the instructions your proposal will be disqualified.

**IMPORTANT:** Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

	<b>Pre-Qualification Criteria</b>
1	Detailed company profile complete with organogram.
2	Proof of meeting all legal requirements including Company Certificate of registration given by Rwanda Development Board (RDB)
3	Provide a valid license from BNR (Rwanda National Bank)
4	Provide a valid RSSB (Rwanda Social Security Board) clearance certificate.
5	Provide a valid RRA (Rwanda Revenue Authority) tax clearance certificate.
6	Provide a valid VAT certificate.
7	Must be registered with Insurance Regulatory Authority (Rwanda National Bank) and a copy of valid license attached.
8	Evidence of Membership with Rwanda Insurance Brokers Association (RIBA)
9	Evidence of professional indemnity cover (minimum of RWF. 300 million)
10	Proof of having done annual gross premium turnover of RWF 200 million for the year 2023.
11	Must submit a copy of audited financial statements for the last (2) years.
12	Experience managing a funded scheme

4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN’s discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN’s approval.

IUCN will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

The technical proposal must include:

The bidder’s understanding of the terms of reference and detailed proposal on how the tenderer will provide the services to IUCN and the modalities of the insurance schemes in relevant categories including, but not limited to:

- Full details of what the various categories of cover provide.
- Full details of what the various categories of cover exclude.
- All the expenses, limits and/or sublimit included in the various covers.
- Member eligibility details and procedures.
- Full details of coverage/ towns where the broker is represented.
- Provider network of hospitals, clinics, doctors, specialists, pharmacies and laboratories with whom the broker works
- Detailed report on case management and how both components of the medical covers will be administered and their procedures.
- Details of periodic management reports e.g. on utilization, trends etc.
- Service performance level guidelines on various items e.g. timeframe for settlement of approved claims to providers, registration of new members, wellness programs etc.

**Document review**

	Description	Information to provide	Relative weight
1	Must have members of staff with relevant qualifications and experience in insurance matters. Provide CVs of key personnel (potential accounts/relationship managers)	Relevant CV’s	25
2	Must submit recommendation letters from five (5) major hospitals.	Recommendation letters addressed to IUCN	20
3	Must submit 4 recommendation letters addressed to IUCN from clients with whom you have a working relationship showing the premiums, people and number of staffs covered applicable in the year 2023.	Recommendation letters addressed to IUCN	20
4	Full details of what the various categories of cover provide or exclude	Detailed sample cover	35
TOTAL			100%

**Interview Score**

	Description	Relative weight
1	Detailed presentation	25
2	Proposed value adds	20
3	Clarity responding to questions raised	20
4	Methodology	35
5	Total	100%

4.5. *Financial Proposal*

4.5.1. Financial Proposal that shall include all fees chargeable and costs related to the proposed engagement.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your Financial Proposal.

4.5.3. *Applicable Goods and Services Taxes*

Proposal rates and prices shall be exclusive of Value Added Tax.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in Kenya Shillings.

4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

S/No.	Description of Insurance Cover	Total Annual Premiums -
1	Medical Local staff	
2	Medical International staff - Kenya	
3	Medical International staff - Rwanda	
4	Medical International staff - Tanzania	
5	Group Life Assurance Scheme.	
6	Fire & Special Perils	
7	Burglary	
8	All Risks	
9	Electronic Equipment	
10	Money	
11	Motor Private – Comprehensive	
12	Public Liability.	
13	Corporate Travel.	
<b>Grand Total (KES)</b>		

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered in the evaluation.

4.7. Your Proposal must remain valid and capable of acceptance by IUCN for a period of 180 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

**5. EVALUATION OF PROPOSALS**

5.1. *Completeness*

IUCN will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your Proposal will be assigned a score from 0 to 35 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.

5.3.4. Please note that only firms who score above 70% will be considered for interviews.

5.4. *Interviews*

The top 3 bidders based on the Technical Evaluation will be invited for an interview.

A score will be awarded for each interview in accordance with the table in section 4.4 above, which will be added to the Technical score with a weighting of 40/60 to give a Total Technical Score.

For example, if you receive a Technical Score of 94% and an Interview score of 80%, your Total Technical Score will be  $80 \times 40\% + 94 \times 60\% = 32\% + 56.4\% = 88.4\%$ .

5.5. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your Financial Proposal.

Thus, for example, if your Financial Proposal is for a total of CHF 100 and the lowest Financial Proposal is CHF 80, you will receive a financial score of  $80/100 = 80\%$

5.6. *Total Score*

Your Proposal's Total Score will be calculated as the weighted sum of your Total Technical Score and your Financial Score.

The relative weights will be:

<b>Technical:</b>	<b>70%</b>
<b>Financial:</b>	<b>30%</b>

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of  $83 * 70\% + 77 * 30\% = 58.15\% + 23.1\% = 81.2\%$ .

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose Proposal achieves the highest total score.

## **6. EXPLANATION OF PROCUREMENT PROCEDURE**

- 6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All Proposals must be received by the submission deadline in Section 3.1 above. Late Proposals will not be considered. All Proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate Proposals. The contract will be awarded to the bidder whose Proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. IUCN will contact the bidder with the highest-scoring Proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of Proposals takes.

## **7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

- 7.1. To participate in this procurement, you are required to submit a Proposal, which fully complies with the instructions in this RfP and the Attachments.
  - 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant Proposal.
  - 7.1.2. Any incomplete or incorrectly completed Proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
  - 7.1.3. IUCN will query any obvious clerical errors in your Proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
  - Free of conflicts of interest
  - Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
  - In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
  - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
  - Not bankrupt or being wound up
  - Never been guilty of an offence concerning your professional conduct
  - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
  -
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).

- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
  - Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
  - Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

## **8. CONFIDENTIALITY AND DATA PROTECTION**

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your Proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your Proposal. Where you include personal data of your employees (e.g. CVs) in your Proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your Proposal.

## **9. COMPLAINTS PROCEDURE**

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact [procurement@iucn.org](mailto:procurement@iucn.org). Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

## **10. CONTRACT**

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement. The successful bidder will be awarded a one-year contract renewable subject to performance and funding to a maximum period of 3 years.

## 11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together. Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development. Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN/>

## 12. ATTACHMENTS

Attachment 1 *Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

Attachment 3 *Contract Template*