

INVITATION FOR BIDS

Procurement Number:	EURASIA2020U13o
Open Date:	April 28, 2020
Questions Deadline:	April 30, 2020
Closing Deadline:	May 4, 2020
Geographical Area Restrictions:	110
Point of Contact:	Ganna Velykotska gvelykotska@iri.org

Background:

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI Ukraine is looking for the insurance company that will provide medical insurance for its employees. The requested services under this solicitation should be performed for Ukraine nationals' staff only. Medical insurance services are essential part of benefits that IRI offers to its staff.

Period of Performance:

May 13, 2020 – May 12, 2021, with the option to extend for a total duration of up to 5 years up in four one-year increments.

Technical Bid:

Interested bidders must present the technical bids outlining the following information:

IRI Ukraine is seeking an insurance company with foreign capital to insure the health of its current 23 employees with a possible increase in the number of insured persons according to the Insurance Terms for Employees (enclosed).

IRI-Ukraine requires Health Insurance coverage for the local employees. A list of employees and dependents will be provided.

The insurance policy will cover but is not limited to the following:

- High quality coverage of medical expenses for local staff
- Dental surgical extraction and root canal therapy
- Advanced and complex investigations (limited to CT scan MRI scan and echocardiography)
- Investigation and surgery for cancer but excluding chemotherapy and radiotherapy

- Selective health screening limited to (physical, BP, Urinalysis), Serum, Cholesterol and pap smear.
- Included coverage and access to private hospitals and other “high grade” hospitals
- Specific services addressing including:
 - Maternity
 - Optical Services
 - Dental Services
 - Physical Therapy
 - Ambulance Services
 - In-patient and Out-patient Services
 - Immunization
 - Surgeries
 - Mental care

In a situation of a medical claim, the contractor shall settle claims not later than two weeks from the date the claim is submitted.

The contractor shall:

- Organize a formal presentation to all staff on a mutually agreed date and time, after submission of bids.
- Provide a 24-hour accessible Call Centre number.
- Provide a detailed list of available hospitals all across Ukraine.
- Designate a coordinator/representative to handle all issues relating to IRI.

IRI-Ukraine may extend the duration of the contract at the expiration of one year, by written notice to the contractor.

IRI-Ukraine reserves the right to add employees and dependents through the duration of the contract.

If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the technical bids must contain Bidder’s Taxpayer Identification Number.

Price information should be presented as a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including taxes, import duties (if any), and other levies. Bids must be submitted in USD; payments under any resulting contract will be made in this currency.

Potential Offeror shall provide:

1. quotes according to the Insurance Terms for Employees enclosed;
2. full draft contract package, if the Offeror would like to sign their agreement;
3. filled in Insurance Terms for Employees with details of what would be covered by the Offeror;
4. the list of exceptions;
5. filled in questionnaire about the call center enclosed.

The Offeror should provide quote per person according to the Insurance Terms for Employees enclosed.

The Offeror should pay attention to the fact that extended gynecology refers to 12 (twelve) persons only.

The Offeror shall indicate payment terms (the breakdown of payment).

Prices must be provided in US Dollars. Payments will be made in US Dollars.

The Offeror must agree that the proposed prices are effective for the duration of the contract.

IRI reserves a right to modify the final package of services per person (Terms for Employees) before signing final agreement.

Unit	Unit Cost	Number of Units	Total

IFB Terms and Conditions:

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference". By submitting a bid, bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
2. IRI may reject any or all bids if such is within IRI's interest.
3. The Bidder's initial bid should contain the Bidder's best offer.
4. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
5. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
6. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
7. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
8. Bidders confirm that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
9. Bidders agree to disclose as part of the bid submission:
 - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for IRI.

- b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
 - c. Any other action that might be interpreted as potential conflict of interest.
10. Prospective Bidders should be a company with foreign capital and more than 10 year of experience working in Ukraine.
 11. Documents must be submitted in Word and Excel format in Ukrainian and English.
 12. If Bidder would like their contract template to be used it should be added an attachment in Word format in Ukrainian and English.

Evaluation and Award Process:

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there were a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a bid is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A bid may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 60 percent
 - *Coverage of all services listed in the Terms for Employees (30 points)*
 - *Call center questionnaire (30 points)*
- b) Price (compared to program content) – 40 percent

IRI intends to evaluate bids in accordance with these factors and make an award to the responsible bidder whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Submission Instructions:

Bids must be submitted via email to Ganna Velykotska, at gvelykotska@iri.org with the subject line "EURASIA2020U13o IFB" by the deadline listed above.

IRI Obligations

Issuance of this IFB does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a quotation.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the contractor subject to the clauses of the prime award. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the contractor is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.