



# International Rescue Committee SUDAN COUNTRY PROGRAM

## Request for Proposal (RFP)

For

### Medical Insurance Services

Ref: #: IRC/SDN/MSA/2022/02

Planned Timetable	
Issue Request for Proposal	<i>15 September 2022</i>
Questions from Suppliers due date	<i>19 September 2022</i>
Answers to Suppliers questions due date	<i>20 September 2022</i>
Bid submission due date	<i>29 September 2022</i>
Suppliers return signed Intent to Bid forms due date	<i>29 September 2022</i>
Bid Opening and Evaluation date	<i>6 October 2022</i>
Suppliers visit if applicable	<i>12 October 2022</i>
Award of Business	<i>20 December 2022</i>
Contracts start	<i>1<sup>st</sup> Jan 2023</i>

## Table of Content

	Pages
I. INTRODUCTION .....	3
1. <i>The International Rescue committee</i> .....	3
2. <i>The Purpose of this Request for Proposal (RFP)</i> .....	3
3. <i>Cost of Bidding</i> .....	3
II. THE BIDDING DOCUMENTS: .....	3
4. <i>The Bidding Documents</i> .....	3
5. <i>Clarification of Bidding Documents</i> .....	3
III. PREPARATION OF BIDS: .....	3
6. <i>Language of Bid</i> .....	3
7. <i>Documents Comprising the Bid</i> .....	4
9. <i>Bid Currencies</i> .....	5
10. <i>Document Establishing Goods Eligibility and Conformity to Bidding Documents ...</i>	5
11. <i>Bid Security</i> .....	5
12. <i>Period of Validity of Bids</i> .....	5
13. <i>Format and Signing</i> .....	5
IV. SUBMISSION OF BIDS .....	6
14. <i>Submission and Marking of Bids:</i> .....	6
15. <i>Modification and Withdrawal of Bids</i> .....	7
V. BID OPENING AND EVALUATION .....	7
16. <i>Preliminary Examination</i> .....	7
17. <i>Evaluation and Comparison of Bids</i> .....	7
18. <i>Contacting the Purchaser</i> .....	8
19. <i>Notification of Award</i> .....	8
VI. CONTRACTING .....	8
20. <i>Contract award and notification</i> .....	8
21. <i>Warranty</i> .....	8
22. <i>Inspection</i> .....	8
23. <i>Price Schedules and Location</i> .....	9
24. <i>Service or consultant agreements</i> .....	9
25. <i>Disclaimer</i> .....	9
26. <i>Ethical Operating Standards</i> .....	Error! Bookmark not defined.

## A. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

### 2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee **Sudan Country Programme** to Provide Medical Insurance Services to or at the following locations in Sudan, South Kordofan, Khartoum, Gedarif and Damazine). All qualified and interested Service Providers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Service Agreement (**MSA**) for two (2) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in **Sudan**. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year **2022**. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

### 5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [SU-KhartoumProcurement@rescue.org](mailto:SU-KhartoumProcurement@rescue.org). The request for clarification must reach the purchaser not later than **19 September 2022**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **20 September 2022**. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

## C. PREPARATION OF BIDS:

### 6. *Language of Bid*

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English Language. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a English Language translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English Language version shall prevail.

#### **7. Documents Comprising the Bid**

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

*The Bidding documents shall include the following documents:*

- *The Request for Proposal – RFP (this document);*
- *A Bid detailing the services and their unit prices/ Premiums in the sheet given for the purpose. (Annex A)*
- *Scope of Work attached. (Annex E)*
- *A cover letter explaining the Bidder's interest in supplying the services to the IRC.*
- *Profile of the Company – Maximum 4 Pages*
- *Certificate of Incorporation*
- *Memorandum & Articles of Association with names of the owner's shareholders/directors of the company.*
- *Valid Sudan Chamber of commerce, Industry & membership certificate*
- *Copies of National I.D or Passport Bio-page of company owners/directors*
- *Operation License*
- *Valid Tax clearance certificate*
- *Any other Insurance registration Certificate in Sudan*
- *Bank Details / Financial Capability Docs (Bank Statement (for the last two months June and July 2022)/Last audit report)*
- *Attach a List of affiliated Hospitals /Facilities within Sudan and the region at large.*
- *Attach a list of benefits packages covered*
- *Attach a list of exclusions within the insurance*
- *List of Contracted companies at least in the last one year (preferably INGOs or UN agencies) satisfactorily carried for similar works stating the client's name and contact details and description of the services undertaken.*
- *Vendor Information Form (Annex B)*
- *Conflict of Interest and Supplier Code of Conduct (Annex C)*

#### **8. Bid Prices.**

The Bidder shall clearly indicate the unit price of the service it proposes to provide. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of **twelve (12) months** beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

### **9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **United States Dollars**.

### **10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all services, which the Bidder proposes to provide under the Contract.

The Documentary evidence of the services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the services' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

### **11. Bid Security**

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

### **12. Period of Validity of Bids**

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### **13. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

**D. SUBMISSION OF BIDS (PHYSICAL SUBMISSION AT THE IRC OFFICE IN Khartoum Only)**

**14. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to

**The Procurement Committee,  
International Rescue Committee**

**Plot 43, block 22, Graif West Badr Street  
Khartoum, Sudan**

**All bids shall be submitted before 4:00pm on the 29 of September 2022 (Sudan local Time).** All bids shall be submitted physically at the IRC head office in Khartoum, Sudan.

**NOTE: Bids submitted after the deadline will not be accepted.**

The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

**Format**

The Bidder's proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes.

<b>Sealed Envelop</b>	<b>CONTENT</b>
Technical / Administrative Proposal Envelop	<ul style="list-style-type: none"> <li>• Completed Vendor Information Form – <b>Annex B</b></li> <li>• IRC Conflict of Interest and Supplier Code of Conduct form (<b>Annex C</b>)</li> <li>• Certificate of Incorporation</li> <li>• Memorandum &amp; Articles of Association with names of the owner's shareholders/directors of the company.</li> <li>• Valid Sudan Chamber of commerce, Industry &amp; membership certificate</li> <li>• Copies of National I.D or Passport Bio-page of company</li> </ul>

	<p>owners/directors</p> <ul style="list-style-type: none"> <li>• Operation License</li> <li>• Valid Tax clearance certificate</li> <li>• Any other Insurance registration Certificate in Sudan</li> <li>• Profile of the Company – Maximum 3 Pages</li> <li>• Bank Details / Financial Capability Docs (Bank Statement for the last two months June and July 2022)/last audit report.</li> <li>• Attach a List of affiliated Hospitals /Facilities within Sudan and beyond</li> <li>• Attach a list of benefits packages covered</li> <li>• Attach a list of exclusions within the insurance</li> <li>• Cover Letter Expressing Interest to be a contracted Supplier</li> <li>• 3 references from current or past clients - preferably INGOs (at least in the last one year)</li> </ul>
Financial Proposal Envelop	Completed Price /Commission offer sheet ( <b>Annex A</b> ). Duly Signed and Stamped.

**15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

**E. BID OPENING AND EVALUATION**

**16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

**17. Evaluation and Comparison of Bids**

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

Evaluation Criteria	Description	Weight (%)
Eligibility	Refers to Bidder’s ability to demonstrate that they have valid business registration, tax certificate, and all registration and financial capacity to run an insurance and re-insure the clientele as required by the laws of Sudan. Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical evaluation and NO will be excluded from the next step.	<b>Preliminary to pass to the next stage</b>
Delivery lead-time	Refers to Bidder providing the most advantageous delivery schedule. Refers to ability to offer medical coverage to the principal staff and dependents if any within the shortest lead time (Less than 1-week lead time) after signing of contract	<b>10%</b>

<b>Service Coverage</b>	Refers to the insurer's capacity to provide medical insurance coverage to IRC staff (Principal Member) and or any dependents that maybe attached to the scheme in all IRC operational areas (Gedarif, South Kordofan, Khartoum and Damazine) and the whole country. Medical Insurance Companies that provide international referral coverage would be preferred and given an added advantage.	<b>20%</b>
<b>Medical Benefits Cover</b>	Refers to the different benefits stipulated within the medical scheme being offered and the limits under each benefit coverage	<b>10%</b>
<b>Payment terms</b>	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of services and receipt of invoice	<b>5%</b>
<b>Past experience</b>	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the services required, experience working with the UN and other INGOs.	<b>10%</b>
<b>Financial proposal</b>	Competitive Offer in the Financial proposal Offer as per Price schedule/ Quote to be clearly indicated.	<b>45%</b>
<b>TOTAL</b>		<b>100%</b>

### **18. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

### **19. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

## **F. CONTRACTING**

### **20. Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Service Agreement and perform its obligations satisfactorily.

### **21. Warranty**

The service provider shall warrant that the insurance service to be provided meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Republic of Sudan Law if any.

### **22. Inspection**



The Purchaser shall have the right to inspect the goods/services to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

**23. Price Schedules and Location**

List of Services for Master Service Agreement as per below Categories is attached.

**24. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

**25. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

**G. ETHICAL OPERATING STANDARDS**

**1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

**2. Bidder Non Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender

- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**Annex: A Price schedule**

S/N:	ITEMS DESCRIPTION	SPECIFICATION	Monthly Premium Cover Plan 1	Monthly Premium Cover Plan 2	Monthly Premium Cover Plan 3
1	Medical Insurance Plan	Medical Cover within Sudan Only (269 Staff Members and any <b>Four dependents</b> - Spouse and children)			
2	Medical Insurance Plan	Medical Cover both Within and Outside Sudan (269 Staff Members and any <b>Four dependents</b> - Spouse and children)			
3	Medical Insurance Plan	Medical Cover for one additional dependent			

NB. If the space and information provided above is not adequate, please feel free to attach your commercial proposal ONLY

**Annex B: Vendor Information form**



# INTERNATIONAL RESCUE COMMITTEE

## Vendor Information Form

*The information provided will be used to evaluate the Company before contracting with the IRC.*

*Please complete all fields.*

**Fields marked (\*) are mandatory.**

### Vendor Information

*Company\Organization Name	
*For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

### Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No <u>Cash</u> Yes   No
*Name under which company is registered at bank	
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

**Documentations as applicable:**

*Registration	Provided ____ Not provided: ____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes ____ No ____

**References (optional)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Client Name:	Contact Name, Phone, Email Address:
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**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

## **Annex C: IRC Conflict of Interest and Vendor Code of Conduct**

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyl>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions, and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Supplier hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org)

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:





## International Rescue Committee, Inc. Intent to Bid

IRC Reference #: \_\_\_\_\_

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

1.  It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2.  This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_



## Annex E: Terms of Reference

### **Purpose / Project Description:**

IRC would like to engage a qualified insurance Company to provide outsourced medical insurance for all National Staff for the winning Bidder(s) will enter into a fixed price Master Service Agreement (MSA) for two (2) years– Start and end date will be determined.

### **Objectives:**

- To ensure that IRC staff have access to Medical Insurance Services.

### **Scope of Medical Insurance Service:**

The Medical Insurance Plan will cover only National staff and any **four dependents (Spouse and 3 children)**. IRC staff referred to as the **(Principal Member) Spouse and children (biological)** referred to as **Dependents** – The Medical plan will cover both Within and Outside Sudan (Staff Members and any four dependents - Spouse and children)

### **The Scope of Work**

The service provider is expected to offer the following - in-patient and out-patient – medical services to members of staff and their dependents registered under the policy to an agreed financial limit:

- Outpatient consultations, medical examination, diagnostic tests, and treatment with a specialist if consented by individual including but not limited to pediatrician, gynecologist, dermatologist, physiotherapist, urologist, neurologist, and psychiatrist.
- Access to a private ward, single room, in the hospital most appropriate for the case, including medical, surgical, diagnostic, and therapeutic services appropriate to the accident/illness.
- Treatment of short-term (acute) medical conditions, including in-patient tests, and surgery.
- Accident and Emergency admission, treatment and care, occupational injuries, poisoning, management of infectious diseases.
- All family planning advice, procedures, and commodities.
- Immunization for new-born babies, booster immunization for older children and vaccination for adults when it is deemed necessary.
- Maternity care including pre-natal and post-natal care, routine support and advice, tests, consultations and treatment during childbirth, and management of pregnancy related complications including congenital defects or abnormalities and premature births.
- Diagnosis and treatment of sexually transmitted diseases.
- Provide Health Care Guidance and Talks, if required.
- Conduct health assessments and clearance for staff, when required.

- Critical illnesses e.g., cancer - provide treatment of opportunistic infections, Antiretroviral therapy, and the appropriate monitoring where necessary especially in the case of a confirmed terminal illness, provide treatment including chemotherapy and care for cancer.
- Be able to counsel and provide emergency post exposure prophylaxis in the case of known or suspected exposure to HIV infection or cancer.
- Provide reasonable Psychiatric services including counselling services, drugs and treatment for members and immediate family in case one develops a psychiatric condition.
- Wellness cover for general medical checkups, cervical smears, mammograms, prostate cancer, and other tests.
- Non- cosmetic dermatology consultations and treatment
- Provide rehabilitation and counselling services for any member who suffers permanent loss of one or more limbs or eyes or suffers from total or partial disablement; provide specialist equipment e.g., mobility, hearing aids etc. if deemed necessary.
- Provide general counselling services to staff and family members.
- Provide optical services including eye testing, surgery and lenses as prescribed a qualified ophthalmologist to an agreed financial limit.
- Offer a wide range of options of medical and para-medical practitioners, clinics, and hospitals to members on the scheme.
- Provide dental services including cleaning, filling, extraction, root caning's treatment and replacement of teeth lost through sickness or accident to an agreed financial limit.
- Rescue and evacuation to the most appropriate medical facility either within Sudan depending on the medical condition of the member; The insurance provider is expected to facilitate all travel (Ambulance transport) and accommodation on a full board basis of any one parent or guardian of a member under the age of eighteen.

**The insurance scheme should not cover for the following:**

- Cosmetic or beauty treatment and/or surgery, unless resulting from accidental injury.
- Self-inflicted injuries sustained through deliberate exposure to exceptional danger, except to save human life.
- A member's own criminal or illegal acts.
- Fertility treatment.
- Drug abuse.

As stated above. The service provider is expected to observe absolute confidentiality in any regard relating to the health, welfare and/or treatment of any member of the scheme or their dependents. **All quotes should be per person.** The number of staff and their dependents benefiting from this scheme is currently **269** with possibility of additional colleagues and their family within the period of Contract.

**Outputs**

The service provider will liaise with the HR Assistant for the day-to-day implementation of the contract. The service provider will submit a brief monthly progress report to the HR Coordinator on implementation of the contract and will nominate a contact person who should be readily available to answer the member's enquiries.

**The Medical Insurance provider will work closely with the following team members:**

- HR Teams both in Gedarif, Khartoum, South Kordofan and Khartoum.

NOTE: That IRC will conduct Pre bid meetings on 21<sup>st</sup> September for the bidders who wants clarification. The pre bid meeting will be in IRC office as indicated the above address.