

INVITATION FOR BIDS

Procurement Number:	EURASIA2021U02o
Open Date:	March 10, 2021
Questions Deadline:	March 17, 2021
Closing Deadline:	March 24, 2021
Geographical Area Restrictions:	110
Point of Contact:	Ganna Velykotska, Finance and Administrative Assistant (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 to contract an insurance company to provide medical insurance for its local staff. The requested services under this solicitation should be performed for Ukrainian nationals and/or contract staff.

Period of Performance:

May 13, 2021 –May 12, 2022, with options to extend up 2025 with three (3) 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 27 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 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
- SARS-CoV-2 (COVID-19) testing and vaccination/inoculation
- 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 for up to four years in three one-year increments from 2021 through 2025. To extend the contract, IRI will send written communication in the form of an email to the Contractor to confirm the expiration of the Contract and to invite the contractor to service IRI for an additional year.

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 inspection services, transportation, taxes, import duties (if any), and other levies. If there are any additional fees not reflected in the table below, such pricing must be fully described in the bid. Bids must be submitted in United States Dollars (USD); payments under any resulting contract will be made in this currency.

Potential Contractor shall provide:

1. Quotes according to the Insurance Terms for Employees enclosed;
2. Full draft contract package, if the Contractor would like for IRI to sign their agreement;
3. Filled in Insurance Terms for Employees with details of what would be covered by the Contractor;
4. A list of exceptions, if any, of the items listed in the Insurance Terms for Employees;
5. Filled in questionnaire about the call center enclosed.

The Contractor should provide a quote per person according to the Insurance Terms for Employees enclosed. The Contractor should pay attention to the fact that extended gynecology refers to 15 (fifteen) persons only. The Contractor should indicate payment terms in a table format with the price per each unit of service (the breakdown of payment). Prices must be provided in US Dollars. Payments will be made in US Dollars. The Contractor 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 (Insurance 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 3 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. By applying to this IFB, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
10. 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.
11. Prospective Bidders should be a company with foreign capital and more than 10 year of experience working in Ukraine.
12. Documents must be submitted in Word and Excel format in Ukrainian and English.
13. 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) – 40 percent
 - *Coverage of all services listed in the Terms for Employees*
- b) Compliance with security and other administrative requirements – 20 percent
 - *The list of exceptions*
 - *Medical base*
- c) Price – 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 “EURASIA2021U02o 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.

