

INVITATION FOR BIDS (Amendment #2)

Procurement Number:	ASIA2021MDV03
Open Date:	May 14, 2021 <i>(U.S. Eastern Time)</i>
Questions Deadline:	May 24, 2021 <i>(U.S. Eastern Time)</i>
Closing Deadline:	June 29, 2021 <i>(U.S. Eastern Time)</i>
Geographical Area Restrictions:	937
Point of Contact:	Shannon Burton, sburton@iri.org

Background:

The International Republic Institute is a non-partisan, international non-government organization working to advance democracy worldwide. IRI Maldives requires health insurance for eight (8) staff members in the Maldives who are Maldivian citizens. Because the Maldivian government provided health insurance is only for emergency care, IRI Maldives is soliciting for private health companies to provide comprehensive health insurance for its field staff.

Period of Performance:

Date of Signature to July 31, 2022, with the option to extend the contract by three one-year increments.

Technical Bid:

The Maldives-based insurer shall provide health insurance, both inpatient and outpatient, at a competitive rate for eight (8) Maldivian staff members and their dependents. Our work is dependent on outside funding and our staffing levels are subject to change. Interested bidders must present the technical bids (printed on company letterhead, not exceeding 5 pages) outlining the following information:

The potential Maldives-based insurer will

- Have an office in Malé, Maldives.
- Provide 24/7 support hotline in case of emergencies.
- Be fluent in English and Dhivehi.
- Provide coverage which is accessible in all atolls of the Maldives
- A list of the total healthcare coverage and services provided, including but not limited to:
 - Maternity benefits: please specify extent of coverage, the frequency of office visits pre- and post-delivery, C-sections and emergency procedures, also detailing whether covered in full or part.

- Specify advanced and complex diagnostic investigations coverage such as CT scan, MRI scan, blood work and echocardiography.
- Specify extent of coverage for investigation and surgery for cancer.
- Annual health checkups.
- Scope of coverage for disabilities and other major illnesses including chronic ongoing illness.
- Specify coverage for services including:
 - Optical Services
 - Dental Services
 - Physical Therapy
 - In-patient and Out-patient Services
 - Immunization
 - Surgeries
 - Mental care
- Provide a list of the participating clinics included in coverage and the clinics' hours.
- Provide monthly price per employee.
- Clarify any possible copays or additional fees individual employees will have to pay at the time of services.
- Provide terms and conditions on adding or removing staff and their family members during the plan's duration.
- Include references in providing quality health care in the Maldives.
- Include the list of exceptions.
- Provide contact information, hours of operations, and service provided for call center/hotline.
- Designate a coordinator/representative to handle all issues relating to IRI.
- Organize a formal presentation to all staff on a mutually agreed date and time on coverage, benefits and claims process, if selected.

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 **MVR**; payments under any resulting contract will be made in this currency.

For a fixed price contract:

Deliverable	Unit	Unit Cost
	Month	
	Month	
	Month	
	Month	

No reimbursement allowed.

Bids should also provide a prorated rate. Bids must state any applicable taxes and should be included in the unit price. Prices should be stated in MVR currency.

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 4 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.

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: **Best Value**.

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

- A. **Quality of coverage – 40 percent**
 - i. *Clinic hours and location accessible to IRI local staff*

- ii. *Ability to add or remove staff and their family members during the plan's duration.*
- B. **Diversity of medical service providers available under the policy – 20 percent**
- C. **Policy cost per shared option (IRI staff and dependents) – 40 percent**
 - i. *Reasonable cost per employee and dependent for appropriate coverage*
 - ii. *Provides pricing for different levels of coverage.*

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 Shannon Burton, at sburton@iri.org with the subject line “ASIA2021MDV03o - Maldives Health Insurance Application” 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.