

## INVITATION FOR BIDS

<b>Procurement Number:</b>	ASIA2021TL07o
<b>Open Date:</b>	July 22, 2021
<b>Questions Deadline:</b>	July 28, 2021
<b>Closing Deadline:</b>	August 1, 2021
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Bryant Martin Fiesta, <a href="mailto:bmfiesta@iri.org">bmfiesta@iri.org</a>

### 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 in Timor-Leste provides targeted political leadership training to rising potential leaders, prioritizing youth and women, that provides them with the tools and confidence to assert themselves in political and policy discussions and prepares them to actively engage with the public and in future political contests such as the presidential and parliamentary electoral contests scheduled for 2022 and 2023, respectively.

In order to conduct this work, IRI has employed talented local staff in Timor-Leste to implement and evaluate programmatic activities. As local employees of IRI and in accordance with Timorese labor law, they are entitled to health insurance, both inpatient and outpatient, as a benefit.

### Scope of Work:

In accordance with Timorese labor law, IRI is seeking to procure health insurance coverage for all local employees. The healthcare clinic will provide services, including medical check-ups, laboratory services, and medicines, for IRI's two (2) Timor-Leste-based staff and eligible family members. IRI may, at any time during the duration of the resulting contract, expand its Timor-Leste-based staff.

Interested bidders must present technical bids outlining the following information:

- A list of the total healthcare services provided, including but not limited to:

- Maternity benefits – please specify the extent of coverage, the frequency of office visits pre-and post-delivery, C-sections, and emergency procedures, also detailing whether these are covered in full or part
- Diagnostic investigations coverage such as CT scan, MRI scan, blood work, and echocardiography
- The extent of coverage for investigation and surgery for cancer
- Laboratory examinations
- Coverage for prescription drugs
- Annual health checkups
- Scope of coverage for other major illnesses such as disabilities or an ongoing illness
- Clinic hours
- Monthly price per employee
- Terms and conditions on adding or removing staff and their family members during the plan’s duration

**Period of Performance:**

August 2, 2021 – June 30, 2022, with the option to extend for a total duration of up to 2 years in one-year increments.

**Technical Bid:**

Interested bidders must present the technical bids (printed on company letterhead, not exceeding five pages) outlining the following information:

1. The nature, scope, and years of experience operating in Timor-Leste
2. The background of the organization’s prior experience as it relates to the scope of work
3. A statement specifying the extent of agreement with all terms, conditions, and provisions included in this solicitation
4. Quote according to the insurance terms listed in the scope of work
5. Monthly price per employee
6. A list of participating clinics included in the coverage and the clinics’ hours
7. Any possible copays or additional fees individual employees may or will have to pay at the time of services
8. Terms and conditions on adding or removing staff and their family members during the healthcare plan’s duration
9. A list of at least three (3) years of previous experience working providing health insurance coverage to the staff of other non-governmental organizations
10. The name, title, email, and signature of the person authorized to sign the bid and any resulting contract

The bidder must attach legal registration as proof of ability to operate as a healthcare provider in Timor-Leste.

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 U.S. Dollars (USD); payments under any resulting contract will be made in this currency.

<b>Unit</b>	<b>Unit Cost(USD)</b>	<b>Number of Units</b>	<b>Total</b>
Health insurance per month*			

\*Please include rates for the coverage of two (2) Timor-Leste-based IRI staff and eligible family members. IRI may, at any time during the duration of the resulting contract, expand its Timor-Leste-based staff, so please outline the terms and conditions for adding or removing staff and their family members during the plan's duration.

If there are any additional fees not reflected in the table above, such pricing must be fully described in the bid.

Payments will be made by bank check from IRI's Timor-Leste field office. No reimbursement is allowed.

**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, the 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, the resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. The 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 a 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:

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

- a) Experience in providing health insurance coverage to non-governmental organizations in Timor-Leste – 25 percent
- b) Clinic hours and accessibility for IRI local employees – 25 percent
- c) Medical services offered – 25 percent
- d) Price – 25 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 Bryant Martin Fiesta, at [bmfiesta@iri.org](mailto:bmfiesta@iri.org), with the subject line “ASIA2021TL07o - Health Insurance (*Organization Name*)” 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.