



Request for Proposal (RFP)

Date:

05/24/2024

Subject:

Contracting an insurance firm for WCS employees' health coverage

Reference #:

NSR_PROC_RFP 0003/2024

Introduction:

The Wildlife Conservation Society (WCS) is a US non-profit private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity.

In Mozambique, WCS partners with the Government of Mozambique in the co-management of Niassa Special Reserve (42,000km²) and is as well implementing marine biodiversity projects around the country. WCS intends to procure services from an Insurance Company for the provision of comprehensive health insurance coverage for its workers. The purpose of this TOR is to outline the requirements and procedures for the procurement process.

Objectives:

- Providing health insurance coverage for all WCS Mozambique employees as per the agreed terms and conditions.
- Ensuring timely processing of claims and providing necessary support services to employees.
- Compliance with all legal and regulatory requirements related to health insurance.

General
Requirements:

The prospective insurance firm should possess the following qualifications and attributes:

- I. Registered and licensed to operate in Mozambique.
- II. Demonstrated experience in providing health insurance services to organizations of similar size and nature.
- III. Financial stability and the ability to fulfill the terms of the contract.
- IV. Comprehensive coverage options that meet the needs of WCS Mozambique's diverse workforce.
- V. Competitive pricing and cost-effective solutions.

Period of
Performance:

The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below.

Start Date: 01/07/2024

End Date: 30/06/2025

Proposal
Content:

All proposals must:

- Describe the qualifications, experience, and capabilities of the firm in providing the type of services being requested.

- Contain a detailed cost breakdown with applicable rates, taxes and other charges clearly identified.
- Provide at least 3 references of similar contracts with a description of the services provided, value of the contract, and the contract periods of performance.
- Include a contact name, email address, and telephone number to facilitate communication between WCS and the bidding firm.
- For proposals from a firm, provide a brief outline of the company and services offered, including:
 - Full legal name, jurisdiction of incorporation, and address of the company.
 - Full legal name and country of citizenry of company’s President, ChiefExecutive Officer, and/or all other principal officers of the company.
 - The year that the business was established.
- If a consortium of firms or a team of consultants submits a proposal jointly, the above information should be provided for each member of the team.

To ensure consideration, all quotes must be submitted in the following language and currency, and by the due date noted below:

Language: English/Portuguese
 Currency: MZN

Submission Instructions:

All proposals must be emailed to the address below with your proposal attached in one or more files (pdf preferred). DO NOT email your proposal to any other employee of WCS or deliver your proposal in hard copy to a WCS office. Failing to adhere to these instructions may make your proposal ineligible for consideration.

Email: wcsmozambique@wcs.org

Order of Events:

This procurement will be administered in accordance with the following dates (Subject to change at WCS’s sole discretion)

Date	Event
10/06/2024	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of WCS responses to questions. Questions and/or notice of intent to bid should be emailed to tbaira@wcs.org .
15/06/2024	Date and answers to questions to questions will be distributed to all known prospective bidders.
21/06/2024	Last date for submission of proposals

Terms and Conditions:

- The Request for Proposal is not and shall not be considered an offer by WCS.
- All responses must be received on or before the date indicated of the RFP. All late responses will be rejected.

- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Your proposal must be valid for acceptance for a minimum period of 90 days from the closing date of this solicitation.
- All awards will be subject to WCS contractual terms and conditions and contingent on the availability of donor funding.
- WCS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors for such rejection or cancellation of the RFP.
- WCS reserves the right to accept all or part of the proposal when awarding the contract.
- All information provided by WCS in this RFP is offered in good faith. Individual items are subject to change at any time and all known intended bidders will be provided with notification of the changes.
- WCS reserves the right to require any bidder to enter into a non-disclosure agreement.
- Bidders are solely obligated to pay for all costs which may be incurred by the bidder or any third party in connection with preparing the proposal.
- All proposals and supporting documentation shall become the property of WCS and shall be treated confidentially.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

Criteria for Selection:

WCS' evaluation of proposals will be based on the factors set out below. At the sole discretion of WCS, bidders may be selected for follow up questions or to provide an oral presentation. WCS reserves the right to award the contract to the bidder whose proposal is deemed to be in the best interest of WCS. WCS will not award a contract to any bidder where there is an indication of lack of business integrity.

Max points	Criterion
25	Price, inclusive of all cost and taxes
40	Technical Proposal
20	Experience
15	Key Staff CVs