



**Date:** 22 October 2024  
**To:** Company Name:  
Contact Information:  
**Subject:** Request for Quote: Group Health and Life Insurance Services - valid for the next year  
(December 1, 2024 – November 30, 2025)  
RFQ number: J2052-2024-RFQ-12

ACDI/VOCA is seeking quotes for the supply and delivery of the goods/services listed in the attached item description/specification table.

Bidders will be evaluated on the following:

- Price proposal (reasonable and complete); inclusive of delivery

In addition to pricing of items or services, all quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in determining acceptance or rejection of the bidder:

- Adherence to specifications listed in the Response to Request for Quotes below, under Item Description
- Past performance under similar/related purchase orders, through a review of contracts, local purchase orders or such related information and references from organizations supplied in the past
- Technical proposal with detailed terms and condition to provide service.
- Client list with minimum three referee's contact information (email address and cell phone number).
- Wire Banking Information

#### OTHER REQUIREMENTS:

Please indicate estimated deliverable date if offered a purchase order, from the moment date of the offer Delivery to: ACDI/VOCA Office Dhaka. See full address below in "Mode of Submission of Quote."

- Electronic Banking Information: Must include electronic banking information if selected

#### QUOTE SUBMISSION DEADLINE:

**Date:** 7 November 2024

**Time:** by 12:00 pm Bangladesh time

#### MODE OF SUBMISSION OF QUOTE:

**Quote(s) shall be submitted in writing to:**

Name: ACDI/VOCA
Email: <a href="mailto:procurement@acdiovocalpin.org">procurement@acdiovocalpin.org</a>
Phone: 01711544309

## SPECIAL CONDITIONS

### SOURCE AND NATIONALITY INFORMATION

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

### VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of **60 days** from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### BASIS OF SELECTION

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to ACDI/VOCA in terms of delivery schedule and cost. ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## RESPONSE TO REQUEST FOR QUOTES

Date	Date	
To:	ACDI/VOCA	
From:	Company Name	
Subject:	Response to RFQ number:	J2052-2024-RFQ-12

## ITEM DESCRIPTION

- Annual Medical Insurance Coverage includes both outpatient coverage and hospitalization coverage for 90 staffs and their dependents (with dental and optical benefits).
- Quotes should clearly spell out the premium rate per insured person per year (employee, spouse and child) and for different age ranges for both hospitalization coverage and

outpatient coverage.

- Three plan options should have submitted for “**Health Insurance on outpatient services**”:
  - 1<sup>st</sup> option** benefit limit of 90,000 BDT per insured per year
  - 2<sup>nd</sup> option** benefit limit of 100,000 BDT per insured per year and
  - 3<sup>rd</sup> option** benefit limit of 120,000 BDT per insured per year
- Two plan options should have submitted for “**Health Insurance on In-patient services**”:
  - 1<sup>st</sup> option** benefit limit 350,000 BDT per insured per hospitalization and
  - 2<sup>nd</sup> option** benefit limit 400,000 BDT per insured per hospitalization.
- Quotes should also include life insurance (which includes death coverage and disability coverage –including short term/partial and long term/permanent).
- Two plan options should have submitted for “**Life Insurance**”:
  - 1<sup>st</sup> option** benefit limit 18 times of gross salary for natural death and 36 times of gross salary for accidental death and
  - 2<sup>nd</sup> option** benefit limit 24 times of gross salary for natural death and 48 times of gross salary for accidental death.
- Quotes should include worker’s compensation if available to include injury for employees in the workplace.
- Quotes should cover dental, optical, maternity & premium rate per insured per year.
- Quotes should cover Dengue, Monkey Pox and COVID-19 cases, Digital Claim Management System & More Convenient Cashless Treatment through Medical Card.
- Quotes should cover any other unforeseen (unrevealed yet) diseases/infections which may or may not be recognized as pandemic later on.

DELIVERY OF THE ABOVE ITEMS (INCLUDE TRANSPORTATION COSTS) TO THE FOLLOWING LOCATION:

ACDI/VOCA Dhaka, Bangladesh Office  
Cityscape Tower,  
Level-06, 53 Gulshan Avenue,  
P.O-Gulshan, P.S-Gulshan, Dhaka-1212

#### ANTI-TERRORISM CERTIFICATION

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml), and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The following quote is submitted in response to the RFQ from ACDI/VOCA. This quote takes into consideration any additional specifications listed in the RFQ.

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from

ACDI/VOCA.\*

This quote is valid for 60 days.

_____	_____	_____	_____
Printed Name	Title	Signature	Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.