

1. Request for Proposal – Insurance Services

DAI, implementer of the USAID funded Civil Society Activity (CSA), invites qualified vendors to submit proposals/bids to supply and deliver medical, life and accident insurance, as outlined below.

1. RFP No.	RFP-DAI- LIB-CSA- 012
2. Issue Date	May 10, 2024
3. Title	Medical, Life and Accident Insurance for USAID CSA Employees and Dependents
4. Issuing Office & Email/Physical Address for Submission of Proposals	USAID CSA Project, 18 th Street & Warner Avenue, Sinkor Monrovia, Liberia. LiberiaCSA_Submissions@dai.com
5. Deadline for Receipt of Questions	Please submit questions by May 16, 2024, by 4:00pm local time in Monrovia, Liberia to: LiberiaCSA_Procurement@dai.com
6. Deadline for Receipt of Proposals.	Friday, May 20, 2024
7. Anticipated Award Type	The anticipated specific terms and conditions are as follows: DAI anticipates awarding a Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

2. Request for Proposal - Goods

<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • Vendors wishing to submit quotation must do so on or before May 20, 2024 at 5:00 P.M. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. • Offerors shall submit proposals can submit PDF version of the proforma electronically to LiberiaCSA_Submissions@dai.com; electronic submission must be emailed with the subject line: RFP-DAI- LIB-CSA- 012, MEDICAL, LIFE AND ACCIDENT INSURANCE • Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one year for the price provided. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter Offerors shall complete Attachment A: Price Schedule template. • Value Added Tax (VAT) shall be included on a separate line. These services are eligible for VAT exemption under the DAI prime contract. •
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. DAI seeks medical, life and accident insurance coverage for its staff located in Liberia. See Attachment C for Technical Specifications / Detailed Scope of Work. 2. Final delivery (service performance) is required by June 1, 2024 to May 31, 2025 3. In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below: <ol style="list-style-type: none"> 1. <i>Offeror must possess five (5) of years of relevant in-country experience.</i>

	<p>2. Offerors should include references from at least three other clients receiving similar services currently or within the last one year.</p>
<p>13. Prohibited Technology</p>	<p>Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country (valid business registration, valid Central Bank of Liberia certificate, valid tax clearance). 2. Evidence of an Unique Entity ID (SAM) (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 5. Ability to comply with required or proposed delivery or performance schedules. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified and eligible to perform work under applicable laws and regulations.
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third

	<p>party if that transaction would be prohibited if performed by DAI.</p> <ul style="list-style-type: none"> • By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>16. Unique Entity ID (SAM)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p> <p>For those required to obtain an Unique Entity ID (SAM), you may request Attachment C: Instructions for Obtaining an Unique Entity ID (SAM).</p> <p>For those not required to obtain an Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror

or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID’s Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

1.1 Attachment A: Price Schedule

Item Number	Item Name	Description	Quantity	Unit Price	Total Price
1a	<i>Medical Insurance</i>	<i>Medical Insurance for CSA Staff and four Dependents</i>	19 Employees		
1b	<i>Life Insurance</i>	<i>Life Insurance for CSA Staff only</i>	19 Employees		
1c	<i>Accident Insurance</i>	<i>Life Insurance for CSA Staff only</i>	19 Employees		
2	VAT				
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Period of Performance: [Click here to enter text.](#)

We, the undersigned, provide the attached proposal in accordance RFP # _____ dated _____ Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. We confirm that we are not providing any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:
 Name and Title of Signatory:
 Name of Firm:
 Address: Telephone:
 Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Detailed Scope of Work

Provision of Medical, Life and Accident insurance

Topic/Item	Required Information	Number of staff + dependents	Period
Medical benefits	Description of coverage for the following areas, including both in and out-of-network rates for services: <ul style="list-style-type: none"> • in-patient care • outpatient care • emergency care • accident care • prescription benefit • death benefit • dental • vision • Travel or Oversea Medical allowance/support for employee 	19 Employees and four Dependents (spouse and three children 0 – 21-year-old)	1 year
Coverage	Describe who, in addition to the employee, is covered under the plan		1 year
Medical centers/providers	Include list of medical centers and medical providers covered.		1 year
Geographic coverage	Describe geographic coverage area including any standard coverage for medical treatment outside of Liberia.		1 year
Treatment and reimbursement procedures	Describe procedure for reimbursement of medical costs and alternative for treatment where there is no ID card or form available.		1 year
Monthly limits	Describe any limitations to monthly allowable costs for Out Patient, In-Patient, herbal treatment, maternity vision, dental.		1 year
Life Insurance	Offeror should include options for various premiums for life insurance policy for the employee.		1 year
Contract terms	Describe basic contract terms including contract duration, required payment frequency, employee eligibility criteria, enrollment requirements, employee coverage cancellation policy, etc.		1 year