

Request for Proposal

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| RFP Ref: | GSR-MNR-4665 |
| Date of Invitation: | April 10th, 2024 |
| Contract Package(s) | <u>Group Life & Accidental and Medical Insurance for up to 20 employees</u> |
| Deadline of Submission | April 25th, 2024 at 4:00 p.m. |

1. Jhpiego is an international non-profit organization affiliated with Johns Hopkins University headquartered in Baltimore, Maryland, USA. For more than 40 years and in over 155 countries, Jhpiego has been a global leader in improving health care in developing countries and trains health professionals to prevent the needless deaths of women and their families. Jhpiego has been working in Liberia since 2008 and works closely with the Ministry of Health (MOH) in Liberia for building capacity in providing quality health services to the Liberian population.
2. Jhpiego Liberia Country office intends to acquire services from Insurance company(ies) that are reputable and well established to provide Medical Insurance Policy coverage at competitive rates for its employees (approximately 20 staff) operating in Montserrado, Margibi, Maryland, Grand Kru, Lofa, Grand Bassa, Grand Gedeh, River Gee, Bong, Nimba, Bomi and Grand Cape Counties. Sealed proposals are invited from interested insurance companies, as per the scope of details described. Selection of winner for this process will not be determined only on the basis of low premium nor costs, but rather for services to be provided, maximum benefits and healthier company's policy, and "value for money".
3. Jhpiego Liberia invites proposals for **services** as described in the **Schedule of Requirements of the tender documents**.
4. *The responses to this request for proposal will be evaluated according to technical conformity, delivery time, service availability and price/commission, tax compliance, business registration and experience providing similar good/ service.*
5. The Service Provider's proposal, **including illustration brochures (if necessary)**, must be delivered to the specified address on or before the submission date specified. Proposals will not be opened in public. Proposals which do not offer all service descriptions will be rejected.
6. **Proposals must be submitted electronically to the email below: LR-Procurement@jhpiego.org. Please password protect your proposals and provide the password after the deadline of submission.**
7. *Potential service providers wishing to submit bids can request the full bidding document containing detailed instructions by sending email to rkiawoin@jhpiego.org or calling +231777556806 for inquiries.*