

RLS Southeast Asia

1<sup>st</sup> Floor, No. 72 Xuan Dieu Street, Hanoi

Tel: + 84-4-3718-5836

*Date 11 January, 2017*

## **Invitation to submit a tender for providing health and accident insurance**

The Rosa-Luxemburg-Stiftung-Southeast Asia (hereinafter called RLS SEA) intends to contract with a service provider for health and accident insurance for which this Tender is issued.

RLS SEA now invites service providers to provide Technical and Financial Proposal for health and accident insurance. More details on the service are provided in the attached Terms of Reference (TOR).

The service provider will be selected under Quality-Cost based selection procedures described in this Tender.

This Tender is included of three sections:

### **Section I. Term of Reference**

### **Section II: Evaluation Criteria- Technical Proposal**

### **Section III: Evaluation Criteria- Financial Proposal**

The Tender must be delivered via email: [nguyen.thuyha@rosalux.org](mailto:nguyen.thuyha@rosalux.org)

on or before 23 January, 2017. No late proposals shall be accepted.

We look forward to receiving your offer.

Kind regards,

RLS SEA

## Section I: Terms of Reference

### 1. Scope of work

RLS SEA is seeking a reputable supplier providing health and accident insurance as required. Under the supervision of RLS SEA, the contractor will provide health and accident insurance for staff of RLS SEA office (*Address: 1<sup>st</sup> floor, No. 72 Xuan Dieu Street, Tay Ho District, Hanoi, Vietnam*).

The table below lists staff's ages in RLS SEA.

<b>Staff</b>	<b>Age</b>
Staff 1, Female	1984
Staff 2, Female	1983
Staff 3, Female	1983
Staff 4, Male	1979
Staff 5, Female	1991
Staff 6, Female	1980
Staff 7, Female	1981
Staff 8 , Female	1978
Staff 9, Female	1970
Staff 10, Male	1970
Staff 11, Female	1986
Staff 12, Female	1976

Note: Please kindly reflect that RLS SEA shall employ 1 more staff in 2017.

Please indicate how much payable for all cases listed as below:

TABLE OF BENEFITS
Geographical Limit
<b>I - PERSONAL ACCIDENT</b>
1) Death/Total Permanent Disablement
2) Medical Expenses due to accident
<b>II. HEALTH INSURANCE</b>
<i>The Policy covers actual medical expenses incurred for treatment of illness/sickness, disease, pregnancy &amp; childbirth during period of insurance.</i>
<b>A. IN PATIENT - overall annual limit per person</b>
1) Hospitalization charges incurred during hospital stay
2) Surgical Charges
3) Emergency Ward Treatment
4) Emergency Local Transportation
5) Daily Allowance for Hospitalization
6) Burial Allowance
7) Pre-hospitalization
8) Post-hospitalization
9) Home Nursing
10) Newborn baby care

<b>11) Maternity</b>
<b>Normal Delivery</b>
<b>Complications of Pregnancy, C-section as per prescription</b>
<b>Allowance if delivery at state-owned hospital</b>
- Normal Delivery
- Caesarean (C-section)
<b>B. OUT-PATIENT - overall annual limit per person</b>
<b>Limit number of visit per year</b>
<b>Physiotherapy limit per day</b>
<b>Pre-natal check-up including:</b> expenses of diagnosis, 2D/3D/4D ultrasound, urine and blood test
<b>Basic Dental Care</b>
- Examination and diagnosis, X-ray, Gingivitis (blow the gums), Normal compound fillings (amalgam or composite), Root canal Treatments, Extractions of diseased teeth (with surgery), Tooth Cleaning
Tooth cleaning (twice/year) include in Basic Dental Care
<b>Limitation of Dental Clinics:</b>
<b>C - DEATH DUE TO SICKNESS/ILLNESS</b>
<b>Death/Total Permanent Disablement</b>
<b>TERMS &amp; CONDITIONS</b>
<b>Eligibility of Insured Person</b>
<i>Extension Clauses of Personal Accident</i>

<i>Extension Clauses of Healthcare</i>
<b>Adjustment during insurance period</b>
Additional employees
Deleted employees
<b>Waiting Period</b> (Applicable for insured person from first joining date)
<b>Medical Expenses</b>
- Due to Accident
Tendon and ligament reconstruction surgery
- Due to normal diseases
- Due to special diseases (as defined in wording)
- Due to pre-existing conditions
- Miscarriage, abortion, pregnancy treatment prescribed by doctors
- Normal childbirth
<b>Death/Permanent Disablement</b>
- Due to Accident
- Due to normal diseases
- Due to pre-existing conditions
- Due to special diseases (as defined in wording)
- Due to pregnancy

* Definition of special diseases
* Definition of pre-existing conditions
<b>CLAIM SERVICES</b>
Direct Billing Network
Claim Handler
Time of Claim processing
Time of Claim Payment
Insurance card - Name
Handbook/Leaflet (Soft copy)

## 2. Duration of the framework contract

The framework contract duration is 1 year.

## 3. Final provisions

The placing of an order by the RLS SEA to the contractor shall constitute a binding contract. The beginning of the contract shall be the beginning of the term of the general contract.

- Modifications and supplements to this contract shall be made in writing; should individual provision of this contract be or become invalid, this shall not invalidate the other provisions of the contract.
- The RLS SEA remains the right to purchase health and accident insurance from another providers at any time.
- The provider shall be responsible for declaring any taxes with the fiscal authorities in accordance with relevant Vietnamese laws;
- Hanoi is agreed as the place of jurisdiction for any disputes arising in connection with this agreement.

## **Section II. Technical Proposal**

Technical Proposal Submission form

Hanoi, dated

To: RLS SEA

Dear Ladies/Gentlemen:

We, the undersigned, offer to provide health and accident insurance in accordance with your Call of tender dated 11 January, 2017. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal.

If negotiations are held after the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized signature

### **Technical Evaluation**

Technical Evaluation Matrix

<b>Criteria</b>	<b>Maximum points</b>
Profile	2
Payment Terms	1
Benefits	2

### Section III. Financial Proposal

Financial Proposal Submission Form

Hanoi, dated

To: RLS SEA

Dear Ladies/Gentlemen:

We, the undersigned, offer to provide health and accident insurance in accordance with your Call of tender dated 11 January 2017. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal.

If negotiations are held after the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,  
Authorized signature

<b>PREMIUM</b>
<b>Number of Insured person</b>
Rosa Luxembourg Stiftung
<b>Total</b>
<b>Personal Accident Premium</b>
- Death/Permanent Disablement
- Medical Expenses
<b>Healthcare Premium</b>



- In-patient
- Out-patient
- Death due to illness, sickness
<b>Total annual premium per person</b>
<b>Total Payable Premium</b>