﻿**dZi Foundation/ Nepal**

**Expression of Interest for Insurance Services﻿**

**1) dZi Foundation**

dZi Foundation is a US-based non-profit organization working with rural communities in Nepal to achieve prosperity by eliminating barriers to basic needs, fostering opportunities for sustainable livelihoods, and building their capacity to catalyze transformational change. dZi adopts a new five-year strategic objective (2024- 2029) guided by past learning, adaptation to the emerging policy and development contexts, and an improved focus on partnership, local ownership, and sustainability beyond external investment to realize the journey to shared prosperity.

**2) Call for Insurance Service**

dZi Foundation/ Nepal is in the process of selecting an insurance company to provide group medical, health, personal accident, and other non-life insurance coverage to dZi Foundation/ Nepal’s staff and their immediate dependents, and in the case of parents for the upcoming fiscal year 2024/25. dZi Foundation/ Nepal calls for EOI from Insurance companies to send their expression of interest.

**3) Specific Objective**

The objective of the service is to provide the dZi Foundation/ Nepal employees and their immediate dependents with insurance benefits in terms of:

1. Group Medical and Health Insurance to dZi Foundation/Nepal’s staff and their family
2. Group Personal Accident Insurance to dZi Foundation/ Nepal staff.
3. Other non-life insurance (property, electronic equipment, burglary items, international travel insurance etc.)

**4) Scope of work**

dZi Foundation/Nepal seeks to procure services from Nepal-registered insurance companies to cover the medical, accidental, and non-life insurances to staff and their dependents.

**A. For Medical Insurance:**

All staff and their immediate dependents will be eligible to receive medical benefits from the date of joining the organization, as follows:

* For Individual
* For dependent/close family (Spouse with two children)
* For inclusion of parents

**B. For Group Accidental Insurance:**

The group accidental insurance coverage for the following option:.

* The sum of Rs. 2,000,000 -5,000,000.

**C. For Other non-life insurance:**

* Other non-life insurance coverage for property, electronic equipment, vehicle and burglary items
* Travel insurance (domestic and international)

**5) Deliverables**

The service provider should be able to deliver effective, efficient, and smooth service. Customer service and/or after-sales service shall be a primary consideration to procure the service.

* The service provider should collect the claim documents from the dZi Foundation/Nepal office.
* The service provider should reimburse the claim within 21 days.
* All claimed amounts should be deposited into the individual bank account of dZi Foundation/Nepal staff directly.
* The service provider should provide the detailed appropriate reasons for any deduction in the claim.

**6) Duration of the contract**

The Insurance agreement shall be applicable for one year and based on satisfactory performance, the contract period may be further extended on a year-to-year basis.

**7) Requirement and Minimum Qualification.**

* Company registration documents
* VAT/PAN/TAX registration
* Tax clearance certificates.
* Profile of the company
* Experience certificate.
* List of clients.
* Should have successfully supplied and delivered at least 3 (three) policies of a similar nature.
* Familiarity with GON’s insurance regulations and international best practices in relation to international development sectors/ organizations.

**8) Evaluation Factors**

1. *Technical approach*(30 points) – Based on categories of headings in the Table of Benefits, premium rate, terms and conditions of the benefits, GPA rate, and assets.
2. *Profile & Experience of the firm* (20 points) – proven experience of the firm/organization in carrying out similar assignments in the past, client’s satisfaction, and physical and human resources to ensure smooth delivery of the assignment.
3. *Costing* (50 points) – cost-effectiveness, relevancy, and alignment of the estimated premium based on Table of Benefits.

**9) Questions regarding the EOI**

Any question/s about the EOI must be submitted by April 21, 2024, to [**procurement.np@dzi.org**](http://dzi.org/).

**10) Submission of EOI**

Interested Nepalese firms/companies meeting the above qualifications can submit their EOI with (1) a cover page, (2) a financial proposal of a Table of Benefits, rate of GPA and other non-life insurance, not more than 5 pages, (3) an updated profile of the company including PAN/VAT certificate, (4) evidence of similar assignment, at least 3, and (5) tax clearance and certificate, if applicable.

Please submit your EOI and required documents electronically to [**procurement.np@dzi.org**](http://dzi.org/) **by/before April 24, 2024,** with **EOI for Insurance Service** in the subject line. Please ensure that the attachment should not be larger than 10 MB. Telephone inquiries shall not be entertained. Canvassing will lead to automatic disqualification. Only shortlisted applicants will be invited for further process. dZi will make one or more awards to carry out the whole or part of the assignment as deemed necessary.

dZi reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.