



INVITATION TO PREQUALIFY (ITP)

Long Term Agreement (LTA) for the Provision of Medical and Life Insurance for UN Volunteers

ITP No.: 0094807

Country: Bonn, Germany

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1. Introduction

The United Nations Volunteers (UNV) programme, which is administered by United Nations Development Programme (UNDP), hereby invites interested Applicants to submit their application for prequalification in relation to the upcoming tender, Request for Proposal (RFP) for the provision of medical and life insurance services for UN volunteers.

2. Background

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. UNV is headquartered in Bonn, Germany and has 150 staff positions. UNV is mobilizing an increasing number of International and National UN Volunteers throughout the world. In 2019, UNV managed over 8,000 UN Volunteer assignments in 154 countries, with UN Volunteers coming from 162 countries. 80 % of UN Volunteers come from developing countries. 48% of UN Volunteers served in their own countries, the others carrying out international assignments.

UN Volunteers and some of their dependents are covered under a UNV group insurance scheme. UNV hereby invites interested Applicants to submit their proposals in order to be prequalified (shortlisted) to participate in the subsequent RFP stage for the services covered in the above scope. Through the subsequent RFP stage, UNV aims at contracting one or two Applicants to deliver the scope of services, for one or for both of the following insurance coverage packages:

- Lot 1 - Medical, dental and hospital care
- Lot 2 - Life and dismemberment insurance (including Malicious Act insurance).

Through this prequalification, interested Applicants are requested to prove their qualifications and eligibility, and to express their interest for the one Lot or for both Lots. In the upcoming RFP process, only prequalified Applicants from this exercise will be invited to submit a proposal. UNV will also require compliance with additional requirements in terms of qualification as part of the intended RFP process.

Please note that this is not a solicitation of commercial offers. No prices are required at this stage, no offers are to be submitted yet, and neither would be accepted during this prequalification exercise.

UNV reserves the right to change or cancel the requirement if needed, during the Invitation to Prequalify (ITP) stage and/or subsequent RFP process, with no liabilities or obligations arising whatsoever.

Submitting a reply to an Invitation to prequalify does not automatically guarantee receipt of the solicitation documents (RFP) when issued.

3. Scope

This announcement relates of the procurement of the following services.

A Long-Term Agreement (LTA) for the provision of medical and life insurance to UN Volunteers, for a maximum period of five years, as follows:

- Lot 1 - Medical, dental and hospital care
- Lot 2 - Life and dismemberment insurance (including Malicious Act insurance).

The current UN volunteers' conditions of service and insurance coverage under the current UNV insurance scheme can be found at the following links:

[- International UN Volunteer Conditions of Service](#)

[- National UN Volunteer Conditions of Service](#)

- Descriptions of medical insurance coverage:

- For international UN Volunteers: [English](#)

- For national UN Volunteers: [English](#).

- Descriptions of Life and dismemberment coverage:

- For international UN Volunteers: [English](#)

- For national UN Volunteers: [English](#).

Please note that detailed terms of reference and requirements will be transmitted at the stage of the subsequent RFP.

4. Submission instructions

You are kindly requested to submit your proposal to UNV through the UNDP e-tendering platform (<https://etendering.partneragencies.org>).

Interested applicants must register in the system in order to access the additional documents.

If you have already registered in the system before, log in using your username and password. If you do not remember the username and password when logging in, do not use the forgotten password link. Instead, send an email to procurement@unv.org to request a password reset and follow steps as per the guide in the link 'How to login after October 2020' uploaded [here](#). Do not register as a new bidder. Once you have completed registration and are signed in, search for event ID UNV10- 0094807.

Applicants are encouraged to view the [User Guide for Bidders](#) which explains the steps that bidders must follow in order to register in the eTendering.

We would also encourage you to go through [eTendering Resources for Bidders](#) to watch the video guides on How to Register a Bidder Profile in eTendering and on How to submit a Bid on eTendering.

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Applicants **must** click on "Accept invitation" button in order to receive automatic notifications if such amendments occur, and to be logged as having posted a proposal.

- Proposals received after the above deadline will not be considered.
- Proposals received via email will not be considered.
- Submissions which are incomplete will not be considered.

5. Request for clarifications

Should you require further clarifications, kindly communicate to procurement@unv.org – Ref. 0094807 – **Provision of medical and life insurance services for UN volunteers** no later than Monday 9 November 2020. All questions and answers will be uploaded to e-tendering.

While UNV would endeavor to provide response/clarification expeditiously, any delay in providing such information will not be considered a reason for extending the submission date of application for prequalification.

6. Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their proposal. UNV will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

7. Language

The proposal and all correspondence and documents relating to the ITP exchanged by the Applicant and the UNV procuring entity shall be written in the English language.

8. Minimum Eligibility and Prequalification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is intended to be submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Applicant Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.	Form A: Proposal Submission Form
Conflict of Interest	No conflicts of interest.	Form A: Proposal Submission Form

Subject	Criteria	Document Submission requirement
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Proposal Submission Form
Code of Conduct	Vendor adheres to the UN Supplier Code of Conduct	Form A: Proposal Submission Form
Anti-Fraud Policy	Vendor accepts UNDP Anti-Fraud Policy	Form A: Proposal Submission Form
UNDP GTCs	Acceptance of UNDP Contract General Terms and Conditions	Form A: Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Applicant for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years' experience in supplying life insurance schemes or medical insurance schemes in multiple countries	Form D: Qualification Form

¹ Non-performance, as decided by UNV, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Subject	Criteria	Document Submission requirement
	<p>For Lot 1: Minimum 3 contracts of similar value (USD 8 Million), type, nature and complexity implemented over the last 10 years. Demonstrated capacity to administer insurance schemes and handle claims internationally, for schemes with a minimum of 9,000 lives insured.</p> <p>For Lot 2: Minimum 3 contracts of similar value (USD 2 Million), type, nature and complexity implemented over the last 10 years. Demonstrated capacity to administer insurance schemes and handle claims internationally, for schemes with a minimum of 9,000 lives insured.</p> <p>For Lot 1 & 2: Minimum 3 contracts of similar value (USD 10 Million), type, nature and complexity implemented over the last 10 years. Demonstrated capacity to administer insurance schemes and handle claims internationally, for schemes with a minimum of 9,000 lives insured.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>For Lot 1: Minimum average annual turnover of USD 20 million for the last 3 years.</p> <p>For Lot 2: Minimum average annual turnover of USD 5 million for the last 3 years.</p> <p>For Lot 1 & 2: Minimum average annual turnover of USD 25 million for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Applicant must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Subject	Criteria	Document Submission requirement
	Financial Strength of minimum "A" Standard.	Form D: Qualification Form, Standard and Poor, Fitch, Moody's, or equivalent
Environmental management	Adherence to environmental sustainable practices and standards, employing recognised environmental management systems and provide relevant environmental policy or certificates/licenses, if available	Form B: Applicant Information Form
Quality assurance	Quality assurance and quality control system, certification according to internationally recognised quality standards such as ISO Quality Management System 9001 or equivalent.	Form B: Applicant Information Form
Sustainable development	Demonstrate through internal policies and procedures or certifications, commitment to sustainable development.	Form B: Applicant Information Form
Others	Information regarding existing customer base	Brochures, case studies, giving sample information on types of insurance schemes administered, including countries where schemes are present
	Information regarding the products and services provided by the company	Brochures, links to internet site(s); information and electronic customer servicing and claims handling (if applicable), plus telephone hotlines and availability.

UNV will use a set of unified criteria to evaluate the qualifications of Applicants. Prequalification will be based on compliance with all mandatory requirements related to Applicants specific experience, managerial and financial capabilities, as demonstrated by the Applicants in their submitted Applications.

Applicants will be assessed in one-stage process for compliance with the requirements set out in the ITP. Each Applicant will be assessed on a "Pass/Fail" basis as to whether each criterion is satisfactorily met as set in Annex I. An assessment of "Fail" against any criterion shall eliminate the Applicant from further consideration.

All Applicants that have been able to meet the eligibility and qualification criteria shall form the list of pre-qualified Applicants that will be invited to participate in the further tender (RFP) process according to their capacity and eligibility, assessed through ITP evaluation.

To assist in the evaluation of applications, UNV may, at its discretion, ask any Applicant for a clarification of its Application, which shall be submitted within a stated reasonable period.

UNV may reject any application which is not responsive to the requirements of the prequalification document.

9. Right to Accept or Reject Applications

This ITP does not entail any commitment on the part of UNV, either financial or otherwise.

UNV reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

10. Notification of Prequalification

Once the UNV has completed the evaluation of the applications it shall notify through the e-tendering platform to all Applicants about the outcome of evaluation.

11. Request for Proposal (RFP)

Shortly after the notification of the results of the ITP, UNV shall issue a Request for Proposal (RFP) for which only the pre-qualified Applicants will be invited to submit their technical and financial bids according to their capacity and eligibility, assessed through ITP evaluation.

12. Forms and documents to be included in proposal

Applicants should submit the following forms, documents and information as part of their Proposal.

Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Please note that incomplete submissions will not be considered.

- Form A: Proposal Submission Form
- Form B: Applicant Information Form
- Form C: Joint Venture/Consortium/ Association Information Form
- Form D: Qualification Form

Form A: Proposal Submission Form

Name of Applicant:	[Insert Name of Applicant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, hereby apply to be pre-qualified for *[insert title of services]* in accordance with your Prequalification Request dated *[insert: Date]* and our Proposal dated *[insert: Date]*. We are hereby submitting our Proposal through e-tendering.

We hereby declare that:

- a) We are not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNV.

We confirm our interest to provide services for ☐ Lot 1, ☐ Lot 2, ☐ Lot 1 & 2 in conformity with the ITP documents including the UNDP General Terms and Conditions of Contract.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Applicant] to sign this Proposal and bind it should UNV accept this Proposal.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Applicant]

Form B: Applicant Information Form

Legal name of Applicant	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Applicant's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert link to the letter of commitment
Are you a UNV vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNV vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNV may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Applicant is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Applicant ▪ Trade name registration papers, if applicable

	<ul style="list-style-type: none"> ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Applicant is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney
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Form C: Joint Venture/Consortium/Association Information Form

Name of Applicant:	[Insert Name of Applicant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNV for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Applicant:	[Insert Name of Applicant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Applicant was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Applicant's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Applicant, or that of the Applicant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Applicant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by UNV.

Project name & Country of Coverage	Client & Reference Contact Details (Name, email and phone)	Contract Value	Period of activity and status	Types of activities undertaken

Applicants may also attach their own Project Data Sheets with more details for assignments above.

☐ I confirm I have attached the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Applicant must provide information on its solvency ratio in the last available financial year.

The solvency ratio is calculated as total equity capital value in relation to the total assets. The solvency ratio is thus calculated as (total equity capital value / total assets) x 100 = solvency ratio.

(For JV/Consortium/Association, the solvency ratio is calculated as the JV/Consortium/Association total equity capital value relative to the JV/Consortium/Association total assets).

The Applicant must have a solvency ratio of at least 10%.

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Applicant or party to a JV, and not sister or parent companies;

b) Historic financial statements must be audited by a certified public accountant;

Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.