



REPOA

REQUEST FOR PROPOSAL (RFP)

FOR

TENDER NO: REPOA/RFP/2021/P01/SMI)

FOR

The Provision of Staff Medical Insurance Service for FY 2021 -2022

1. REPOA intends to engage eligible Medical Insurance Provider for the **Staff Medical Insurance (SMI)**.
2. A tender will be conducted through the National Competitive Tendering procedures specified in the **REPOA Procurement and Asset Management Manual (2020 edition)** and is open to all registered firms.
3. Interested medical insurance service providers should submit the technical and financial proposals as one document with two sections.
4. Interested medical insurance organisations should clearly explain the approach to deliver the service, that is, insurance policy, relevant qualifications of key personnel, and the latest comprehensive list of districts, regions, or national, and international health/ medical service providers.
5. Interested medical insurance providers must provide certified copies of relevant professional registration certificates, valid business license, VAT/TIN registration, current Tax Clearance Certificate and lists of reputable clients, including at least

three (3) non-governmental organizations (NGOs) served in the immediate past three years.

6. Interested medical insurance firms should have experience of at least 15 years in the field in Tanzania.
7. All Proposals for tender should be in one original and one copy, properly written, and enclosed in plain envelopes marked (*description of services to be supplied or provided*).
8. Proposals for Tender should be submitted in ***sealed envelopes*** and delivered to REPOA before or on **12 July 2021 at 10:00 am** and be clearly marked **“Application for Tender No..... [“Applicant to insert number and description of the Tender.”]**.
9. Inquiries about this tender should be submitted to REPOA via repoa@repoa.or.tz seven days before the submission deadline.
10. Tender proposals will be opened immediately thereafter in the presence of applicants’ representatives who choose to attend.
11. Late Tender applications, a portion of applications, electronic applications and applications not received, applications not opened at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
12. All Tender applications should be addressed and delivered to:

**The Executive Director,
REPOA,
Plot 157 Mgombani/ REPOA Street,
Regent Estate,
P.O. Box 33223,
Dar es Salaam.**

Tel: +255 22 2700083