

12/01/2024

Attention:

“..... Brokers” or Medical Insurance Provider...

Dear Sir/Madam,

RE: REQUEST FOR PROPOSALS - PROVISION OF FUND MANAGEMENT SERVICES.

Reference is made to the above subject.

Our organisation is sourcing for proposals from competent firms to provide administrative services of a medical fund for our employees and dependants.

Hereunder is a brief description of our organisation, and other relevant information.

Organisation profile:

AIDS Healthcare Foundation Kenya is a nonprofit organisation providing cutting edge medicine and advocacy for people living with HIV/ AIDS and has been operational since 2008. AHF Kenya programs are run in collaboration with partners including the Ministry of Health at national level, and the county governments. AHF runs care & treatment, prevention and advocacy programs across 12 counties as follows:

1. Mombasa, Kilifi, Kwale and Taita Taveta counties at the coast region
2. Makeni, Nairobi, and Muranga counties in Central region
3. Kisii, Homa Bay and Migori in Western Region
4. Nakuru and Turkana counties in the Rift Valley region

Relevant information

Fund duration: Annual renewable staff managed medical fund,

Proposed Startt date: 4th February 2024 to 3rd February 2025

Approved Budget: KES. 35,000,000.00

Membership:

- Principal members - 288
- Dependants - 181
- Total 469

Scope of medical cover: See attached Appendix.

Your response to this RFP should include the following.

- Information of your company’s experience in providing same services to other institutions (at least three medical funds) and minimum of five years in Medical funds management.

- A brief detail of packages, partnerships, and collaborations.
- Provider panel list of Hospitals and Doctors your company has empanelled.
- Financial proposal in KES.....
- A proposal on how your company plans to manage this fund on behalf of AHF Kenya.
- Proof of fund management for at least other organization, three references
- Up to date Registration by Insurance Regulatory Authority (IRA)
- Certificate of Incorporation/Certificate of Registration
- Valid Tax Compliance Certificate
- Practice License or Certificate for the Firm

Review and Evaluation of Proposals

AHF Kenya will adopt a three-step approach to evaluating proposals and this will include:

1. A review of the firm's administrative credentials,
2. The firm's completeness and experience to manage medical funds.
3. Acceptable financial proposal

Selection and Award Criteria

The evaluation process consists of three stages:

1)Administrative Evaluation

- a) Firm has submitted a sealed financial proposal signed and stamped
- b) Comprehensive Proposal on fund management.
- c) The Technical Proposal is signed and stamped.
- d) Proof of expertise in business area
- e) A valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- f) Three Reference / proof of fund management
- g) Registration by relevant body -Up to date
- h) Financial proposal -Signed and stamped

2)Technical Evaluation

- a) Experience -Years in operation in fund management (Minimum 5 years' experience)
- b) Registration by relevant body
- c)At least 3 references -Clients for fund management
- d) Most comprehensive proposal on fund management

3) Financial Evaluation.

The financial proposal shall be stated Kenya Shillings. The bid prices MUST include all the applicable taxes.

Each stage requires information and documents from the bidder that will determine whether the bidder will progress to next stage or not.

Submission of Bids

Enquires to be done through the email address. procurementkenya@ahf.org , deadline for sending queries is 17th January 5.00 pm Bids shall not be sent to the above email. Proposal to be submitted on or before 22nd January 2024 5.00 PM at AHF plaza 2nd floor reception tender box.

Bidders are solely responsible for ensuring that their proposal is received by AHF in accordance with the requirements prior to the specified date and time mentioned above. AHF will consider only those proposal of the bids received prior to the closing date and time specified.

APPENDIX 1

AIDS HEALTHCARE FOUNDATION KENYA SCOPE OF MEDICAL COVER	
INPATIENT COVER	
Benefit	Level of cover
Accommodation (Bed Type) net of NHIF rebate applicable on the limits shown	
Newly diagnosed chronic conditions	
Pre-existing, Chronic & HIV/AIDS conditions	
Prematurity and Congenital Conditions	
Post Hospitalization visits/review (subject to 30 days after discharge)	
Emergency C-section (Delivery only)	
Inpatient Dental ailments	
Inpatient Optical ailments (Except Laser Eye Surgery)	
Lodger fees Age limit 12 year	
Psychiatry conditions	
Male circumcision	
Maternity related complications	
Long-term family planning services	
Rehabilitation due to alcohol and drug addiction (employees only)	
Prescribed External appliances (corsets, hearing aids, wheelchair, knee soles, and pressure stockings etc)	
OUTPATIENT BENEFITS	
Benefit	Level of cover
Pre-Existing, Chronic & HIV Conditions	
KEPI Vaccinations, Baby friendly and Private vaccines	
Age Limit for vaccinations	
Travel vaccines for employees only	
General checkups (including but not limited to PSA and Papsmear)	

Short-term family planning services	
Chiropractor upon a referral by a specialist on pre-authorization	
Pre & post-natal care	
Counselling (Upon referral by a GP)	
Covid 19 testing and treatment (within outpatient)	
MATERNITY BENEFITS (STAND ALONE)	
Benefit	Level of cover
Deliveries (Normal)	
DENTAL BENEFITS (STAND ALONE)	
Benefit	Level of cover
Annual Benefit Limit	
Cover Type	
Extraction	
Filling and Root canals	
Scaling and Polishing	
Crowns	
OPTICAL BENEFITS (STAND ALONE)	
Benefit	Level of cover
Annual Benefit Limit	
Cover Type	
Routine optical consultations, prescriptions, optometrist consultations, eye examinations, Prescribed lenses, and replacement of lenses, Contact lenses, bi-focal lenses, Photochromatic lenses	
Lenses	
Frames Capping (Limited to one pair every 1 year)	
LAST EXPENSE (STAND ALONE)	
Limit per person	