

**EXPRESSION OF INTEREST (EOI)
FOR LIFE INSURANCE AND PERSONAL ACCIDENT COVER**

Date: 14th October 2024

The Nordic International Support Foundation (NIS) is a Norwegian-registered non-profit organization engaged in stabilization and reconciliation initiatives in conflict and post-conflict areas. Our primary areas of intervention are institutional development, public service delivery, and conflict resolution. Headquartered in Oslo, Norway, NIS recently finalized a project in Sri Lanka and currently implements projects in Somalia, Myanmar, and the Sahel.

NIS is looking for qualified insurance service provider that have the capacity to deliver life insurance and personal accident cover to NIS Somalia program. The main specifications/criteria of selection/ categories include:

Type of Insurance	Life insurance and personal accident cover
Description of insurance	Death (Accidental, occupational, natural, illness or Pandemics such as Covid 19)
Insured persons	All NIS Employees (National, International and Temporary)
Period of Cover	01/01/2025 - 31/12/2025 (12 months)
Territorial Cover	Worldwide, 24/7

All interested insurance firms are hereby invited to participate and required to meet the following minimum set conditions: -

1. Provide price information of below table...

Table 1.1

Group Life Insurance	Benefit	Sum assured	Price
Death	3 years earnings	6,854,668.00	
Permanent Total Disability (PTD)	3 years earnings	6,854,668.00	
Critical illness	30% death- Max \$1k	53,000.00	
Funeral	\$1k per person	53,000.00	
Free cover limit			
Group Personal Accident	Benefit	Sum assured	Price
Death	3 years earnings	\$ 6,562,828.00	

PTD	3 years earnings	\$ 6,562,828.00	
TTD	1-year earnings	2,284,889.33	
Funeral	\$1k per person	53,000.00	
Medical expenses	\$1k per person	53,000.00	
Retrenchment cover			

2. A local known **address** and contact information of representative in Somalia if the insurance firm is operating internationally.
3. **License**, possess a valid registration or operating license, permits from Ministry of Commerce, FGS & Central bank of Somalia or Insurance Regulatory Authority if operating in Kenya or relevant authority if operating outside these territories.
4. **Insurance experience** undertaken services of similar nature (Group life insurance and Group Personal Accident, WIBA only) during 2024 (attach five contracts and sample of works with INGOs, and UN agencies as per table below 1.2).

Table 1.2

Five 2024 contracts and sample of works						
S/N	Client Name	Contract start date	Contract end date	Area coverage	Total Amount	Client email
1.						
2.						
3.						
4.						
5.						

5. **Audit report**- insurance firm should present duly signed audit report 2022 and 2023.
6. **Tax Clearance Certificate**: a valid 2024 Q3 tax clearance letter from relevant authorities in Ministry of Finance, Somalia.
7. **Statement of ownership**: The company shall submit a signed public notary document stating the ownership of the company (Name, position contacts and shares) and date established.
8. Please provide details regarding any supplementary services or wellness programs that are part of the medical insurance coverage, such as preventive

healthcare, health assessments, teleconsultations, or resources for health education.

9. Please share the responses on the annex 1 both in PDF and Word versions

Other requirements

1. The bid, as well as all correspondence and documents relating to the bid shall be written in **English**.
2. All quoted prices shall be in **USD currency**.
3. The Nordic International Support Foundation (NIS)'s determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviations or omissions.
4. NIS is not subject to VAT; therefore, all quotations should be exclusive of VAT costs.
5. Nordic International Support Foundation (NIS) may, at its discretion, ask any Bidder for clarification of its Bid. The Nordic International Support Foundation (NIS)'s request for clarification and the response shall be in writing.
6. All pricing shall be guaranteed not to increase, based on an order placed within the proposal due date and intended for delivery in accordance with the specified delivery schedule.
7. NIS reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations, which do not comply with our conditions, will not be considered.
8. Bidders may be requested to formally present their bid proposal to NIS in order to clarify any questions or queries regarding their bid offer.
9. Confidentiality: the NIS agrees to maintain in confidence and not disclose, reproduce, copy any materials, documentation or specification which are provided to NIS hereunder. NIS shall take all reasonable steps to ensure that its employees, agents, and sub-contractors are bound by the same obligation.
10. All suppliers doing business with NIS should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and adult at risk and give fair working conditions to their staff.
11. Quotes will be rejected if any illegal or corrupt have taken place in connection with the award.
12. NIS aims to purchase products and services that has minimum environmental impact.



How to Apply

All eligible insurance firms are required to send all the above documents to NIS Foundation latest on **28th October 2024, 23:59:59** (East Africa time).

Please send the documents through NIS email: procurement.somalia@nis-foundation.org

#	Questions	Response
1	What are the insurance benefits in your Group Personal Life and Group Accident insurance that you provide, Please list.	
2	Share terms and condition of service with definitions?	
3	Does the scheme scope and coverage 24/7, worldwide? Out of duty station limit?	
4	Provide the provision of degree of disablement?	
5	Explain if a member of staff is unable to continue working due to illness or accident, monthly salary is covered? Please also explain how many months, from when and how much will be covered?	
6	Is there a waiting period in your cover? How do you define the waiting period? does this both apply to death and disability resulted from natural or accidental causes?	
7	How do you assess death benefit claims resulted from natural causes? Please list steps taken?	
8	How do you assess death benefit claims resulted from accident? Please list steps taken?	
9	How do you assess permanent disability benefit claims? Please list steps taken?	
10	How do you assess temporary disability benefit claims? Please list steps taken?	
11	How do you assess critical illness benefit claims? Please list steps taken?	
12	What are the documents needed to prove the death or disablement of a staff member?	
13	Do you have proof of insurability? How do you define that and how does it affect the service provision?	
14	How do you pay death benefits of an eligible member, through dependent or the employer (client)? What is your policy on that?	
15	Do you provide a dedicated staff member(s) to manage the relationship between you and clients? If so, provide details of the role of the person.	
16	How do you define pre-existing conditions and is there a set period for pre-existing conditions before scheme commencement? Is this the responsibilities of the client or the service provider?	
17	Do you provide 24 hours, 365 days' assistance in the event of an emergency? How do you handle emergency situations?	
18	Share company Utility report/surplus policy for the end of the cover and confirm if you make credits for savings? Is there a re-insurer in your services?	
19	What information and education training do you provide for members in relation to the scheme?	
20	Does the scheme should cover all pandemics & epidemic disease as well war, political and terrorism risks? How do you define these diseases and risks? Please list active war zones?	
21	What are your termination terms and period? how do you calculate the premium received if service is terminated?	
22	Is there a member criteria for eligibility? If yes, please outline the criteria. Also include whether there are requirements for a medical examination before accepting a new member?	
23	What is your minimum and maximum age limit for this scheme cover?	
24	What is your Nominal Retirement Age?	
25	Can staff get double benefits in both Group Life Insurance and Group Personal Accident schemes if the cause of the death, ailment or illness is accident?	
26	What support do you provide for a member who is admitted to a hospital for conditions resulting from either accident or illness: 1. On arrival at the hospital 2. While in hospital 3. After discharge	
27	What is your policy on double insurance?	
28	What are regarded as critical illnesses? Please list with definitions.	
29	State if there are any exclusions on all the benefits in the scheme? What are the factors? Could some of these exclusions be discussed or removed given the clients unique needs or positioning?	
30	What could be constituted as deliberate and willful misconduct of a staff member?	
31	Which country's employment acts and jurisdictions are your scheme based on?	
32	What is your policy on staff member total disappearance?	
33	Share company reimbursement and claim procedure policy including documentation, timelines and platforms used for claim submission?	
34	Where do staff members make a payment in another currency, on what basis do you calculate the exchange rate for reimbursement?	
35	How do your evacuation operations work? How do you make evacuation arrangements in remote areas? Are evacuation costs deducted from the medical benefits of the staff?	
36	Do you cover transport costs (including flights) for member evacuations?	
37	What support do you provide in the event of the death of a staff member, where the staff member was receiving medical treatment in a hospital?	
38	Do you provide Funeral Expense Cover? If provided, a. What are the timelines for paying out?	
39	What are the requirements before these are paid out?	
40	Please share compensation scale for, grief and Bereavement counselling, and other benefits associated with the scheme?	
41	Do you provide members with chronic illness with chronic illness management services? And indicate which ones?	

Supplier Ethical form/ declaration of honour -exclusion criteria.

Anyone doing business with NIS is required to fill the declaration of honour - exclusion criteria and shall maintain high standards on ethical issues, apply basic human and social rights, and give fair working conditions to their staff respecting ILO's core conventions.

Name of supplier/company: _____

Please answer/fill the following questions, sign, and stamp at the bottom of the document:

1. Have you ever implemented a contract financed by EU or any other donor which was terminated due to non-compliance or poor performance?

Yes: _____ No: _____

If yes please explain the remedial measures that have been taken to remedy the exclusion situation

2. Has it been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business?

Yes: _____ No: _____

If yes please explain the remedial measures that have been taken to remedy the exclusion situation

3. Has the company/organization and/or any leading personnel ever received a final conviction for participation in a criminal organization, or for corruption, fraud, money laundering, violating intellectual property rights or any other form of economic crime?

Yes: _____ No: _____

If yes please explain the remedial measures that have been taken to remedy the exclusion situation

4. Have you been declared bankrupt, subject to insolvency or winding-up procedures, where your assets were administered by a liquidator or by a court?

Yes: _____ No: _____

If yes please explain the remedial measures that have been taken to remedy the exclusion situation

5. Is there any potential conflict of interest between you and your company with any NIS staff member? A conflict of interest can be due to a relationship with staff members such as close family and/or business partnerships etc.

Yes: _____ No: _____

If yes please explain the remedial measures that have been taken to remedy the exclusion situation

6. Does the company/organisation hold necessary tax registration, and is paying taxes according to regulations?

Yes: _____ No: _____

If yes please explain the remedial measures that have been taken to remedy the exclusion situation

7. Is the company/organisation involved in money laundering or terrorist financing?

Yes: _____ No: _____

8. Is the company/organisation involved in terrorist-related offences or offences linked to terrorist activities?

Yes: _____ No: _____

9. Is the company/organisation involved in child labour or other forms of trafficking in human beings?

Yes: _____ No: _____

10. Has the company/organisation attempted to influence the decision-making process of the contracting authority during the procurement process?

Yes: _____ No: _____

If yes, please explain the remedial measures that have been taken to remedy the exclusion situation:

11. Has the company/organisation attempted to obtain confidential information that may confer upon its undue advantages in the procurement process?

Yes: _____ No: _____

If yes, please explain the remedial measures that have been taken to remedy the exclusion situation:

COMMITMENT TO STANDARDS:

1. Workers shall be treated fairly and all articles of the fundamental ILO conventions shall be adhered to. http://actrav.ilo.org/english/about/about_fundamentals.html
2. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
3. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
4. National and international environmental legislation and regulations shall be respected.
5. All suppliers doing business with NIS should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff

We, the undersigned confirm the filled information is correct and we meet the ethical standards as listed above.

Name: _____

Position: _____

Signature: _____

Date: _____

Stamp: _____