

**REQUEST FOR INFORMATION (RFI)****Title of the RFI:**

Provision of Health Insurance coverage for UN Observers in Columbia.

Date of this RFI: 8 June 2016**Closing Date for Receipt of RFI at PD:** 13 June 2016**RFI Number:** RFIMI77**E-mail Address:** islam17@un.org**Address RFI response by fax for the Attention of:** Mohammad Islam**Fax Number:****UNCCS Code:** 84131602**DESCRIPTION OF REQUIREMENTS**

The UN Procurement Division is seeking expressions of interest from qualified vendors for the provision of Health Insurance coverage for UN Observers in Columbia

The main requirements include but are not limited to:

- approx number of UN observers: 350 (no minimum guaranteed)
- UN Observers are military staff officers from various South and Central American countries, and will be performing monitoring duties without carrying any weapon
- coverage period: one year each UN Observer
- premium shall be paid by the UN (not the individuals), and may be paid annually or semiannually, instead of monthly, if cost effective
- coverage required: in Colombia only, hospitalization and surgical, medical, vision and prescription drug expenses. No dental required.
- dental coverage as option
- in and out of network providers, with direct payments insurer to in network providers
- no deductible for in network providers
- UN observers do not require any family member coverage
- emergency medical evacuation (air ambulance) provided by Colombian Air Force and are not to be covered by insurance
- air ambulance provided by the Colombian Air Force as option
- ambulance service to/from hospitals to be covered by insurance
- age of UN Observers: approximately 30-40
- no home health care required, UN Observers are not residents in Colombia and in case of chronically illness they are repatriated
- UN Observers are medically cleared by the UN prior to deployment
- UN Observers will be deployed in cities and rural locations around Colombia, so coverage in (IPS accredited) hospitals in Bogota, Medellin, Popayan, Villavicencio, San Jose del Guaviare, Quibdo,

Florencia, Bucatamanga and Valledupar is sought. Locations and names of in network hospitals to be provided.

Please provide the details of the coverage as well as the costing range of the premiums, with and without the options of: a) dental coverage, b) air ambulance provided by the Colombia Air Force. Additional premium range for these coverage to be clearly and separately provided.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

VENDOR RESPONSE FORM

RFI Number:

TO:

FAX:

FROM:

SUBJECT: Provision of Health Insurance coverage for UN Observers in Columbia.

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

| | | |
|-------------------------------|--------------------------------|--|
| UN Vendor ID Number**: | UNGM Vendor ID Number*: | |
| Company Name *: | | |
| Company Contact *: | | |
| Address *: | | |
| City *: | | |
| Country *: | | |
| Telephone Number *: | | |
| Fax Number *: | | |
| Email Address: | | |
| Company Website: | | |

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.unqm.org. Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**

RFI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered with UN in order to be eligible to participate in any future solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).

B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.

C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.

D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).

E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <http://www.un.org/Depts/ptd>. Vendors must complete the registration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page on the UNPD Website indicated above.