



ASEAN SECRETARIAT

Request for Proposal

**The Group Term Life (GTL), Total Permanent Disability (TPD) and
Accidental Death & Dismemberment (ADD) For Staff of the ASEAN
Secretariat:**

1 April 2024 – 31 March 2025

PROPOSAL MUST BE RECEIVED BY
Friday, 26 January, 2024 by 5pm

DELIVER/ PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared By:
Date:

Human Resources Division
December 2023

1 EXECUTIVE SUMMARY

The ASEAN Secretariat is a regional intergovernmental organization established in 1976. Located in Jakarta, Indonesia, the ASEAN Secretariat is supported by two categories of Staff, i.e., Openly Recruited Staff (ORS) from Ten (10) ASEAN Member States of Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam; and Locally Recruited Staff (LRS) made up of Indonesian Nationals. Currently, the ASEAN Secretariat have a total of **407** staff (**146** ORS and **261** LRS).

This Request for Proposal (RFP) is made to Prospective Insurance Vendors to provide ASEC the following:

- Group Term Life (GTL),
- Total Permanent Disability (TPD), and
- Accidental Death & Dismemberment (ADD)

2. TERMS OF REFERENCE

2.1 Group Term Life (GTL), Total Permanent Disability (TPD) and Accidental Death & Dismemberment (ADD) Insurance.

The prospective insurance provider shall be required to provide services for GTL, TPD and ADD insurance for ASEAN Secretariat staff per the following Scope of Work:

Period of Coverage	: 1 April 2024 – 31 March 2025, with a possibility of renewal for another year subject to satisfactory performance and service.
Eligibility	: ASEC Staff <i>Only</i> .
Benefit Specifications	: ASEC Staff will be covered with the GTL, TPD and ADD for minimum of 42 months of salary and 84 months of salary for ADD or better coverage

Benefits	Details of Required Coverage
GTL	Death caused by any means, in any parts of the world.
TPD	Total Permanent Disability, due to any cause (sickness and/or accident), acquired in any part of the world, that causes the staff to no longer able to do his/her work permanently or to hold position or profession to obtain income
ADD	Death or dismemberment caused by accident, in any part of the world. The coverage will be in full amount for accidental death, or in fractions of the principal amount, in accordance with the policy, for loss of body parts: e.g. limbs, fingers, toes, or loss of senses (sights, hearing or speech). The policy shall cover quadriplegia, paraplegia, severe burns and fractures.

2.2 Other Requirements:

- The insurance service must provide a worldwide coverage for ASEC staff.
- The insurance provider must note that the ASEAN Secretariat employs staff from ten (10) Member States, namely Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam.
- The insurance provider shall provide coverage aligned to international insurance policy standards.
- Any condition/requirement imposed for insurance coverage (such as the requirement for free cover limit application shall be provided in details (if any) in the technical proposal.
- A prerequisite medical checkup (MCU) shall be elaborated in details (if any) in the technical proposal.
- GTL, TPD and ADD policy must be provided **in English**.

3. LIFE INSURANCE CLAIM HISTORY FY 2016 – 2023

Period	ORS	LRS
	Claim (USD)	Claim (IDR)
1 April 2021 – 31 March 2022	0	270,848,550
1 April 2022 – 31 March 2023	50,000	1,025,309,376
1 April 2023 – 31 March 2024	0	0

4. RFP REQUIREMENTS - COMPLIANCE

4.1 PROPOSAL SUBMISSION INSTRUCTIONS.

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and sent to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND SUBMISSION OF PROPOSALS

All proposals must be submitted either in hard or soft copy no later than **Friday, 26 January 2023 by 5pm** by following options:

4.2.1. HARDCOPY (preferable)

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chair of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) **First Envelope (Technical Proposal):**

a. **Technical Proposal (original and copy)**

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements, equipment; printed hardcopies of the duly filled Appendix 1 and 1a - Company/Consultant General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**, which shall consist, among others, of the following documents **if applicable**: company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) **Second Envelope (Financial Proposal – original and copy):**

Bidders are required to use the templates for proposed premium as listed below for the financial proposals. The templates also provide related staff and eligible family members' information, including staff's salary information.

To be submitted in the Financial Proposal.

No.	Template for Proposed Premium	Purpose
1	Annex A – ORS (bid amount in USD)	Group Term Life (GTL), Total Permanent Disability (TPD) and Accidental Death & Dismemberment (ADD) Insurance.
2	Annex B – LRS (bid amount in IDR)	

- a. Tender offers must be submitted in a sealed envelope clearly indicates the Title of the Tender and the Name and address of the Company in each envelope.
- b. Any notices with respect to this RFP should also be mailed to the above contact and address.
- c. The quoted price in the Financial Proposal shall be in **IDR for LRS and in USD for ORS.**
- d. The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

4.2.2. **SOFTCOPY**

The Technical and Financial proposals shall be sent separately to the following email address:

Chair of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Subject of the Email:

- **Technical Proposal_Title of Tender_Name of Vendor**
- **Financial Proposal_Title of Tender_Name of Vendor**

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

4.2.2.1 Technical Proposal;

a. **First set;** which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; equipment, printed hardcopies of the duly filled Appendix 1 and 1a - Company/Consultant General Information and Customer/Employment Reference; Appendix 2 – Technical Requirement and Completed Compliance Checklist as per Appendix 4;

b. **Second Set;** which shall consist, among others, of the following documents **if applicable:** company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statement;

4.2.2.2 Financial Proposal:

Financial Proposal which shall consist of the following sets of documents:

Bidders are required to use the templates for proposed premium as listed below for the financial proposals. The templates also provide related staff and eligible family members' information, including staff's salary information.

To be submitted in the Financial Proposal.

No.	Template for Proposed Premium	Purpose
1	Annex A – ORS (bid amount in USD)	Group Term Life (GTL), Total Permanent Disability (TPD) and Accidental Death & Dismemberment (ADD) Insurance.
2	Annex B – LRS (bid amount in IDR)	

- a. Tender offers must be emailed to procurement@asean.org protected by **different passwords for Technical and Financial proposals**, clearly indicates the Title of Tender and the name of vendors.
- b. Any notices with respect to this RFP should also be emailed to procurement@asean.org
- c. The quoted price in the Financial Proposal shall be in **IDR for LRS and in USD for ORS.**

- d. The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.
- e. **Do not mention the passwords**, inform the password only when the procurement staff contact vendors to request it.

4.3. RFP VALIDITY AND PERIOD OF COVERAGE

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **31 March 2024***

4.3.2. Implementation/Delivery Schedule

The period of the contract will be for one (1) year period from **1 April 2024 to 31 March 2025** and could be extended for another year subject to satisfactory performance and service.

4.4. PREBID MEETING

Prebid Meeting shall be conducted via online as follows:

Date	: Wednesday, 17 January 2024
Time	: 2PM - onwards
Link	: https://meet.google.com/arf-mjph-opd

We strongly recommend vendor to attend the Pre-bid Meeting. Please register through our Procurement unit at procurement@asean.org should you wish to attend the Pre-bid Meeting. The session will be conducted in English.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

4.5. SELECTION CRITERIA

4.5.1. The selection shall be based on the insurance provider's ability as follows:

- i. To fulfil all the requirements of both insurance benefits as stated in **Item 2. TERMS OF REFERENCE**
- ii. To offer the best coverage benefits against the premium with minimum underlying conditions/requirements.
- iii. Demonstrate ability to provide speedy customer service and response time.

4.5.2. ASEAN Secretariat reserves the right to award the insurance contract(s) to the providers meeting the above criteria with the best offer.

Appendix 1
Company General Information
To be submitted in the Technical Proposal

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			

Appendix 1A
Customer Reference
To be submitted in the Technical Proposal

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Email Address	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Email Address	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Email Address	
Project Title	

Appendix 2

Technical Requirements for Group Life Insurance

To be submitted in the Technical Proposal

No.	Description	ASEC Requirement	Vendor's response
1.	Policy Period	Policy period shall between 1 April 2024 – 31 March 2025 and could be extend for another year.	
2.	Policy documents	Shall be in English.	
3.	Coverage	Shall provide a worldwide coverage for ASEC staff aligned to the international insurance policy standards,	
4.	Benefit Specifications	ASEC Staff will be covered with the GTL, TPD and ADD for minimum of <u>42 months of salary</u> and <u>84 months of salary for ADD</u> or better coverage;	
5	Prerequisite Medical Check Up	If any, the details to be specified in the technical proposal	
6	Underlying conditions/requirements for insurance coverage	If any, the details to be specified in the technical proposal	

Note: The vendor is required to provide brief provisions at the Vendor's response column.

Appendix 3
Checklist for the Completeness of Documents Submitted
To be submitted in the Technical Proposal

The checklist must be used to ensure that you have provided all documentations for the tender. The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (hardcopy)	
3	The envelope must be sealed and labeled accordingly (hardcopy): i. Technical Proposal ii. Financial Proposal	
4	Company Name and Title of the tender shall be put on each envelopes (hardcopy)	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal (Appendix 2)	
2	All required information has been addressed accordingly as per the checklist	
3	Period of Insurance	
4	One original signed copy (for hardcopy submission)	
5	One copy of Technical Proposal duplicate (for hardcopy submission)	
6	Customer Reference (Appendix 1a) Customer testimonials on the similar project	
7	Company profile and Appendix 1	
8	Copy of Company Legal Documents. i.e. a) Business Name Registration b) Valid Business Permit c) Tax Identification Number d) Authority of Signatory	
9	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount: a) Bid amount for LRS shall be in IDR denominated b) Bid amount for ORS shall be in USD denominated	
3	Payment schedule	
4	One original signed copy of Financial Proposal (for hardcopy)	
5	One copy of Financial Proposal Duplicate (for hardcopy submission)	

Appendix 4
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**