

EXPRESSION OF INTEREST IN THE PROVISION OF INSURANCE SERVICE TO WANEP-NIGERIA

1. Introduction

WANEP-Nigeria is the Nigerian Country Office of the West Africa Network for Peacebuilding (WANEP), a Sub-regional NGO with a regional secretariat based in Accra, Ghana, whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society-based peacebuilding practitioners and organizations in West Africa by promoting cooperative responses to violent conflicts; providing the structure through which these practitioners and institutions will regularly exchange experience and information on issues of peacebuilding, conflict transformation, social, religious and political reconciliation; and promoting West Africa's social and cultural values as resources for peacebuilding.

2. Purpose of this Request for Proposal.

WANEP-Nigeria seeks proposals from eligible and interested Insurance firms to provide insurance services. The contract period will be on a renewable one-year period based on effective service delivery by the service provider.

3. Specifications

Below are the services required:

- Provision of Health Insurance coverage (HMO) for WANEP-Nigeria Staff.
- Provision of Group Life Assurance coverage for WANEP-Nigeria Staff.
- Provision of Asset Insurance coverage for WANEP-Nigeria Office Assets.

4. Quotation

The quoted price must be a fixed price, including delivery and all other costs, must be presented in Nigeria Naira, valid for Sixty (60) calendar days after the offer deadline and quoted prices must remain fixed for a minimum of 12 months.

5. Bid requirements for qualification.

The proposals should be comprehensive and highlight how the bidding company intends to meet our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following.

(a.) Company Profile

(b.) Registration Requirement (CAC, Tax Certificate, etc)

(c) Price Quotation on company letterhead paper (with a detailed list of services and categories of offers)

6. Terms and Conditions

This is a Request for Quotations only. Issuance of this expression of interest does not in any way obligate WANEP-Nigeria to enter into a contractual agreement with any bidding organization.

7. Selection/Qualification criteria

Qualified service providers will be selected based on value for money, price reasonability, testimony and evidence of past delivery from related organizations, prompt response, payment terms, and quality of services.

WANEP-Nigeria reserves the right to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Proposal if suitable providers cannot be selected.

WANEP-Nigeria may award multiple services to a single or different service provider and all contracts will be non-exclusive.

8. How to apply

Interested service provider should submit their proposal to tenders@wanep.org

- Other information may be required from the consultant as the need may arise.
- Deadline for submitting applications: **5th of February, 2024.**