

Ref: GMCM/Group Life Insurance/01/22

M/S _____

Sub: **GROUP LIFE INSURANCE COVERAGE FOR PIA CL EMPLOYEES.**

Dear Sirs,

We are pleased to invite your sealed tenders for the services/ items listed in the attached schedule (s). In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender / supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your tenders addressed to GM Contact Management, Supply Chain Management Department, PIA Head Office, JIAP Karachi latest by **15-06-2022 till 1030 Hrs.** The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the PIA Supply Chain Management latest by **10:30 hours** on the specified date. You may also send your tenders through registered A/D mail addressed to GM Contact Management, which must reach before the closing date and time mentioned above. **Tenders will be opened at 11:00 hours on the same day** in the presence of tenderers.

2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of GM Contact Management in this respect shall be final and binding.

3. **Bidders are required to submit a Pay Order of Rs. 10,000/- (Not Refundable) as tender fee along with Technical Proposal.**

B) EARNEST MONEY/BID SECURITY (For Local Bidders Only)

The Tender should be accompanied by a Pay Order equivalent to 2% of total bid value of the contract in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). Earnest Money in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract (s) purchase orders(s) shall not be transferable as earnest money for any other tender. All tenders without Earnest Money shall not be considered.

C) SECURITY DEPOSIT/ PERFORMANCE GUARANTEE (For Local Bidders Only)

The successful tenderer upon award of Contract/Purchase Order will be required to furnish security deposit (pay order or Bank Guarantee) in the amount equivalent to the amount of earnest money value stated in the Letter of Intent/Email as interest free Security deposit and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit.

D) INSTRUCTION TO BIDDER

PREPARATION OF TENDER

“Single Stage Two Envelope Basis”

- The BID (Tender) submitted shall comprise of a single package containing two sealed

envelopes, each envelope shall be marked and will contain “TECHNICAL” and “FINANCIAL” proposal.

- On the given tender opening date only “Technical Proposal” will be opened in the presence of tenderers available.
- The “Financial Proposal” shall be shown to the parties but will be retained with PIA without being opened.
- After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
- PIA will open the “Financial Proposals” publicly of the parties whose Technical Proposals have been found acceptable.
- Financial Proposals of the technically not-acceptable bids shall be remained **un-opened** till the completion of tender process.

E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:

All mandatory requirements are given in the schedule
Please give all the available technical details of the items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc.

BIDS / Tenders / Technical Proposal received shall be evaluated in accordance with the given technical specifications.

PIA’s requirements with Technical Specifications are given.

Bidders **MUST**:

- Be registered with Sales Tax Authorities; please attach copy of Registration Certificate (Local Bidders Only).
- Quote Rates, GST, and other taxes separately.
- Bid on Prescribed Performa issued by PIA (Schedule-A).
- Affix the company seal on all tender documents.

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE BEARING COMPANY’S STAMP**

F) PREPARATION OF TENDER - FINANCIAL PROPOSAL

The tenders should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents:

- a) Schedule “A” duly filled in, signed and sealed.
- b) Original Pay Order for Earnest Money.
- c) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner (Local Bidders Only).
- d) The outer cover should bear address of the General Manager Contract Management, PIA SCM Building, Karachi Airport and reference number of the tender with opening date of tender.
- e) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

G) PRICES

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order /Contract.
- b) The Prices must be stated both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 180 days.

H) DURATION OF CONTRACT

Contract will be awarded for a period of one year extendable further two terms on same rates terms and conditions on mutual consent basis subject to satisfactory performance.

Yours truly,

GM Contract Management
Supply Chain Management
PIA Head Office, Karachi
Tel: 021 - 9904 3081, 9904 4101
Email: gm.cm@piac.aero
contract.administration@piac.aero

Ref: GMCM/Group Life Insurance/01/22

REQUEST FOR PROPOSAL

FOR

GROUP LIFE INSURANCE COVERAGE FOR PIACL EMPLOYEES

Scope of Work

Pakistan International Airlines Corporation Limited (“PIACL”) intends to renew group life insurance coverages for its employees, for the period 2022-2023 with following information:

Insured:	Pakistan International Airlines Corporation Limited (“PIACL”) (for Group Life Insurance 1) and Pakistan International Airlines Provident Fund Trust (PIAC PF Trust) (for Group Life Insurance 2)
Period of the Policy:	From 1 st July 2022 to 30 th June 2023, both days inclusive
Type of Indemnity / Cover:	Employee (Group Life) Coverages

Eligibility Criteria

The bidder MUST comply with the following minimum criteria. The bid will be rejected if the bidder fails to meet the following minimum criteria and submission of the required documents.

- The bidder must not have any pending disputed claims of PIACL
- The bidder must be registered with respective tax authorities & SECP
- The bidder must be an active member of The Insurance Association of Pakistan
- The bidder must have following minimum rating from JCR-VIS/PACRA.

For Conventional Insurers / Window Takaful Operations: **“A++”**
For Takaful Insurers / Operators: **“A”**

Pre-Conditions for Award of Contract

The winning bidder shall be required to adhere to the following conditions during tender process and throughout the tenor of the contract (including extension period thereto, if any) without imposition of any subjectivity/condition/limitation etc. from the bidder:

- Any of the submitted claims shall be paid by the winning insurer, within 10 working days (after fulfillment of requisite documentation requirements);
- In case of death of any of the beneficiary to the claim, the legal heirs would be fully entitled to receive the proceeds of claim;
- All pre-existing medical / health conditions will be covered;
- For Group Life Insurance 2, payment will be made by PIAC Provident Fund Trust;

- No policy deductibles would be allowed under any of the insurance coverages;
- At any point of time during the contract, should PIACL decides to increase the maximum coverage limit in any of the policies (being awarded through this tender), PIACL reserves the right to do so by granting increase in quoted premium.

Instructions to Bidders

1. Tenders are invited on “**Single Stage Two Envelopes**” basis, for each of the two (02) insurance coverages separately.
2. Separate premium rate quotes are required for each insurance coverage/benefit as mentioned above. Hence, two (02) separate contracts shall be awarded to the respective bidder(s), achieving highest aggregate score, for each of the coverages separately.
3. The bidder shall submit audited financial statements of last three (03) fiscal years.
4. Further details like number of employees, pay groups, salaries, date of joining etc. can be provided upon request.
5. Interested insurance companies / Takaful operators, having above-prescribed minimum credit rating, agreeing to the pre-conditions may send their sealed envelopes, containing technical and financial proposals.

Pre-award Presentations:

PIACL reserves the right to require presentations and/or demonstrations / Interview from any or all of the participating bidders, in which they may be asked to, provide additional information.

TERMS OF REFERENCE

GROUP LIFE INSURANCE COVERAGE FOR PIA CL EMPLOYEES

POLICY	COVERAGE	BENEFITS	COVER
Group Life Insurance 1 (PIACL)	Natural Death	Natural death of existing and retired employees up to age of 65 years after retirement on superannuation.	For Pay Group 1 – 4 PKR 300,000 each For Pay Group 5 & above PKR 600,000 each
		i) Accidental death of any regular Employee	In addition to natural death benefit, additional cover of gross salary *36 months up to PKR 5 Million (maximum) is also payable.
	Personal Accident	ii) Permanent & total Irrecoverable diseases during service	For Pay Group 1 – 4 PKR 300,000 each For Pay Group 5 & above PKR 600,000 each
		iii) Temporary disability due to Accident	Four night income benefits (FIB) PKR 100 per day; maximum payment period shall be one year.
Group Life Insurance 2 (Provident Fund)	Natural / Accidental Death	Natural & Accidental death covered on duty of regular employees.	Maximum P.F Insurance cover Rs.600,000/- for Staff & Officers

Mandatory Requirements

- Post retirement natural death coverage shall cover the employees retiring at the age of superannuation (60 years) till the age of 65 years (it shall include all the present & former employees).
- All pre-existing conditions/diseases/illnesses will be covered.

TENDER SCHEDULE A
GROUP LIFE INSURANCE COVERAGES FOR PIA EMPLOYEES

S. No.	Description	Max. Coverage / Employee (PKR) As Per TORs	Premium Per Annum (PKR)
Group Life Insurance Coverage 1			
	Insurance Premium	Natural Death Max. PKR 600,000 Accidental Death Max. 5 Million (in addition to natural death benefit)	
All Taxes (if applicable)			
Grand Total (Annual)			
02% Earnest Money			

Grand Total (Annual) in words PKR _____

S. No.	Description	Max. Coverage / Employee (PKR) As Per TORs	Premium Per Annum (PKR)
Group Life Insurance Coverage 2			
	Insurance Premium	Natural & Accidental Death Max. PKR 600,000	
All Taxes (if applicable)			
Grand Total (Annual)			
02% Earnest Money			

Grand Total (Annual) in words PKR _____

Attention:

Noncompliance to the conditions mentioned below at Serial No. 1 to 5 will render the quotation for rejection at the time of opening of tenders.

Broad Terms and Conditions of Tender:

1. Insurance premium must be quoted in words and figures both inclusive of all taxes, charges, duties, expenses to be borne by the bidder.
2. Offer must be firm and final and valid for 180 days.
3. Incomplete, mutilated offer or offers without/deficient earnest money are liable for rejection.

4. Copy of certificate of registration with Sales Tax collectorate must accompany the quotation.
5. PIACL will have the right to visit the facility / premises of the tenderer or call for any further documents to establish the capability of firms to undertake this order/contract. PIACL's decision in this regards shall be final will not be questioned in any court.

We/ I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of above mentioned items are in terms of and subject to the terms and conditions of the tenders.

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

SEAL _____

GROUP LIFE INSURANCE COVERAGE FOR PIACL EMPLOYEES

EVALUATION CRITERIA

Technical Criteria (Weightage: 60%)		
1.1	Number of Years in Group Insurance Service (Up to 5 Years: 5 Points, Up to 10 Years: 8 Points, Exceeding 10 Years: 10 Points)	5-10
1.2	Prior Experience of Provision of Services to Aviation Industry in Last 3 Years (Yes/No)	0-5
1.3	Total Number of Active Corporate Clients (1 point for each block of 10 clients)	1-5
1.4	Avg. Annual Gross Written Premium (Group Life Business Only) in Last Five Years (1 point for each PKR 100M)	1-10
1.5	Equity, As Per Latest Audited Financial Statements (1 point for each PKR 500M)	1-5
1.6	Solvency Margin, As Per Latest Audited Financial Statements (1 point for each PKR 250M)	1-5
1.7	Credit Rating either from PACRA or JCR-VIS For Takaful Companies (A=5 Points, A+ & Above=10 Points) For Conventional Insurance/Window Takaful Operations (Up to A++=5 Points, Up to AA+= 7 Points, Above than AA+=10 Points)	5-10
1.8	Entertainment of PIACL Claims in the Same Policy Class (Despite Unfavourable / Adverse Premium Vs. Claims %), in Last 10 Years (Over 80%: 4 Points, Over 90%: 7 Points, Exceeding 100%: 10 Points)	4-10
Total (Technical)		60

Note:

Participating bidder, securing at least 30 points (50%) in technical evaluation shall qualify for financial evaluation.

Financial Criteria (Weightage: 40%)		
1	Premium Pricing (lowest premium pricing shall obtain maximum score while for others, proportionate score in relation to the lowest premium price would be calculated)	40
Total (Financial)		40

INTEGRITY PACT / DISCLOSURE CLAUSE

(To be submitted on Company's Letterhead)

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works_____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.