



EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 - 00621, VILLAGE MARKET
NAIROBI, KENYA

August 30, 2017

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NO. PR6667668 FOR TRAVEL
INSURANCE COVER FOR TRIPS TO SOMALIA**

The Embassy of the United States of America, Nairobi, invites you to submit a priced proposal for the Provision of Travel Insurance Policy Cover for Travel in Somalia as per the details in the Scope of Work section that is attached to this letter.

The U.S. Government intends to award a Purchase Order to a responsible company submitting an acceptable quotation at a reasonable price. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Your proposal must be submitted in two separate sealed envelopes as follows;

1. RFQ No. **PR6667668 FINANCIAL PROPOSAL:** This entails the price quotation *(Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number).*
2. RFQ No. **PR6667668 TECHNICAL PROPOSAL:** *(Must not have your Letter Head or Company Stamp/Seal i.e. it should be on plain paper). Your quotation reference number is required on this which matches the price proposal number)*

This should be submitted on or before **Thursday, September 14th 2017** addressed to;

**The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov
With a copy to SangaGM@state.gov**

The U.S. Government intends to award a purchase order to the responsible vendor submitting a technically acceptable quote with the lowest price, based on initial quotations without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Prior to contract award, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/COR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov.

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi**
NairobiGSO-bids@state.gov and SangaGM@state.gov during regular business hours

Sincerely,

A handwritten signature in blue ink, appearing to read 'Wendy Washington', with a long horizontal flourish extending to the right.

Wendy Washington
Contracting Officer

SCOPE OF WORK

TRAVEL INSURANCE FOR TRAVEL INTO SOMALIA

The U. S. Mission to Somalia, currently based in Nairobi, Kenya requires a travel insurance policy cover for a group of US Government employees. The multi-trip coverage must provide protection for multiple trips priced in sets of two weeks' period per traveler. In the event that the vendor has a different standard pricing format, this should be presented for consideration. A Purchase Order shall be processed to settle bills monthly as they arise. Payment terms are 30 days credit after receipt of correct and duly supported invoice.

Number of frequent travelers

The estimate number of employees who frequently travel to Somalia on official duty is approximately 20, including all types of employees that require insurance. It is however not possible to document all the names of the travelers as the team changes over time.

Frequency of Travels to Somalia

- In an average week about three employees travel to Somalia and require travel insurance cover. The Mission expects that travel will increase in summer 2017 to approximately six employees per week.

Length of Stay in Somalia per trip

Travelers sometimes travel to Somalia only for the day (no overnight), but can also travel for longer periods (usually less than a week), with all overnights spent in a U.S. government-approved and controlled facility.

Insurance in Home Country

All employees have separate local group medical, life/and disability insurance coverage that is valid when in Kenya.

The travel policy outline should comprise of (but not be limited to) the following:

1. Period of Insurance.
2. Emergency Assistance with 24 hours per day, 7 days a week of an **English-speaking** assistant to help the insured find the medical care needed or emergency services required.
3. Travel medical expense benefits for personal injuries and sickness that occur while traveling to Somalia. This should include emergency dental and optical care.
4. Insurance against acts of terrorism
5. ~~Hijack, kidnap, and wrongful detention~~
6. Medical evacuation to Nairobi, if required
7. Accidental death /flight accidents benefits
8. Dismemberment benefit

9. Repatriation of remains benefits

Insurer is advised to indicate their standard cover limits.

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE
AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-95)**

NON-COMMERCIAL ITEMS

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This purchase order or BPA incorporates the following clauses and provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://acquisition.gov/far/index.html>.

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov>.

FEDERAL ACQUISITION REGULATION (48 CFR Ch. 1) CLAUSES:

NUMBER	TITLE	DATE
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	JUL 2013
52.204-7	SYSTEM FOR AWARD MANAGEMENT	JUL 2013
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL <i>[If contractor requires physical access to a Federally-controlled facility or access to a Federal information system.]</i>	JAN 2011
52.213-2	INVOICES <i>[If order is for subscriptions with advance payments.]</i>	APR 1984
52.213-4	TERMS AND CONDITIONS – SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)	JAN 2017
52.217-6	OPTION FOR INCREASED QUANTITY <i>[If order contains options where the quantity is expressed as a percentage of the basic order quantity or as an additional quantity of a specific line item.]</i>	MAR 1989
52.217-8	OPTION TO EXTEND SERVICES <i>[If order is for services and contains options.]</i>	NOV 1999
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT <i>[If order is for services and contains options). Fill-in for paragraph (a): “the performance period of the order or within 30 days after funds for the option become available, whichever is later”; fill-in for paragraph (c): _____ (insert time frame).]</i>	MAR 2000
52.222-50	COMBATING TRAFFICKING IN PERSONS <i>Alternate I (AUG 2007) [Applies when notified of specific U.S. directives or notices regarding trafficking in persons.]</i>	MAR 2015
52.223-18	ENCOURAGING CONTRACTOR POLICIES ON	AUG 2011

	BANNING TEXTING WHILE DRIVING	
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT <i>[If a translation of the contract is attached.]</i>	FEB 2000
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA OR SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES <i>[Applies to services at danger pay posts only.]</i>	FEB 2016
52.227-14	RIGHTS IN DATA – GENERAL <i>[If order involves the production, furnishing or acquiring of data.]</i>	MAY 2014
52.227-17	RIGHTS IN DATA – SPECIAL WORKS <i>[If order is for the compilation or production of data for the Government's own use.]</i>	DEC 2007
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT) <i>[If order is for services and contractor employees are covered by DBA insurance.]</i>	JUL 2014
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS <i>[If order is for services and contractor employees are not covered by DBA insurance.]</i>	APR 1984
52.232-24	PROHIBITION OF ASSIGNMENT OF CLAIMS	MAY 2014
52.232-36	PAYMENT BY THIRD PARTY (31 U.S.C. 3332). <i>[If payment will be made by a third party, e.g., purchase card.]</i>	MAY 2014
52.233-1	DISPUTES <i>Alternate I (DEC 1991)</i>	MAY 2014
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION <i>[For services to be performed on USG installations.]</i>	APR 1984
52.237-11	ACCEPTING AND DISPENSING OF \$1 COIN <i>[For services that involve business operations conducted in U.S. coin and currency, including vending machines.]</i>	SEP 2008
52.242-17	GOVERNMENT DELAY OF WORK <i>[For supplies.]</i>	APR 1984
52.243-1	CHANGES – FIXED PRICE <i>[52.243-1 for supplies.] Alternate *I (APR 1984) [*for services]</i>	AUG 1987 APR 1984
52.245-1	GOVERNMENT PROPERTY <i>[If the Department will provide Government property to the contractor.]</i>	APR 2012
52.247-35	F.O.B. DESTINATION, WITHIN CONSIGNEE'S PREMISES <i>[for supplies requiring inside delivery]</i>	APR 1984

DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES (48 CFR Ch. 6):

NUMBER	TITLE	DATE
652.229-70	EXCISE TAX EXEMPTION STATEMENT FOR	JUL 1988

	CONTRACTORS WITHIN THE UNITED STATES <i>[for supplies to be delivered to an overseas post]</i>	
652.229-71	PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD	AUG 1999
652.237-72	OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE <i>[for services where performance will be on-site in a Department of State facility]</i>	APR 2004
652.239-71	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES <i>[for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department]</i>	SEP 2007
652.242-70	CONTRACTING OFFICER'S REPRESENTATIVE <i>[if a COR will be named for the order, fill-in for paragraph b: "The COR is _____".]</i>	AUG 1999
652.247-71	NOTICE OF SHIPMENTS <i>[for overseas shipment of supplies]</i>	FEB 2015
652.242-73	AUTHORIZATION AND PERFORMANCE	AUG 1999
652.243-70	NOTICES	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD
ISSUANCE PROCEDURES (MAY 2011)**

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

(End of clause)