Tender Notice No. PEF(ADMN)/HR/2014-016
Group Health Insurance for Punjab Education Foundation (PEF) Employees

The Punjab Education Foundation (PEF) is an autonomous body established under the auspices of the Government of the Punjab. Punjab Education Foundation (PEF) is working towards promotion of quality education through private sector by providing education to the poor, through Public Private Partnership.

Sealed Technical & Financial Proposals in accordance with Rule 38 (2)(a), PPRA Rules-2014, “Single Stage- Two Envelop Bidding Procedure” are invited from reputed Insurance Companies for Group Health Insurance of PEF employees. Only the authorized representative of the eligible insurance companies having authority letter in their favor issued by their head office can collect the Tender Document from the office of Director (HRM), PEF Secretariat Building, 78-B1, M.M. Alam Road, Near KFC, Gulberg III, Lahore on a formal request and cash payment of Rs. 1,000/- (Rupees one thousand only) from Human Resource Department, PEF at the same office building. Interested organizations are required to submit their proposal as per prescribed Tender Document. The insurance companies fulfilling under mentioned criteria may participated in the bidding process for Group Health Insurance:

1. Insurance Companies, having at least “A” rating from PACRA or JCR-VIS are invited to submit their proposals along with the hardcopies of the following documents:
   i. Corporate resume & Business profile.
   ii. Last three years & existing credit rating of the Insurance Company.
   iii. List of existing corporate clients with number of (medically for Group Health Insurance) insured against each client.
   iv. Declaration on stamp paper that the insurance company has never been black listed / de-listed by any Government agency, Authority or any other Regulatory Body.

2. Minimum 05 years experience of handling health insurance business.
3. Minimum 150 hospitals on panel all over the country, preferably covering major cities of Punjab.
4. Dealing insured members more than 200,000 (individual & Corporate Clients).

Terms and Conditions for Submission of Proposal:

1. The sealed separate proposals for Group Health Insurance duly marked as “Proposal for Group Health Insurance” Option I & Option II must reach Director (HRM) PEF Secretariat building, 78-B1, M.M. Alam Road, Near KFC, Gulberg III, Lahore on or before 25th July, 2014 (till 10:00 am).
2. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. The word “Technical Proposal” and “Financial Proposal” being clearly written on the top left corner of the respective documents.
3. Technical Proposals will be opened by a committee on the same day at 11:00 am in the Board Room of PEF, in presence of Tenderers or their authorized representatives who wish to witness the tender opening.
4. After the Technical evaluation, Financial Proposals of only technically qualified companies shall be opened on a date/time to be announced subsequently.
5. The Financial Proposal shall be inclusive of all taxes.
6. The companies must be registered with Income Tax and Sales Tax Department, if applicable (Copy should be provided).
7. Proposals should strictly be arranged as per Groups of employees/categories given in the proposal documents.
8. The companies must produce proof of financial soundness (Bank Certificate).
9. The bid validity period shall be 90 days.
10. Incomplete or non-conforming proposals shall be rejected.
11. Punjab Education Foundation reserves the right to accept or reject any proposal without assigning any reason.
12. This Tender Notice has also been posted on both PEF website <www.pef.edu.pk> and PPRA website http://ppra.punjab.gov.pk