

Request for Proposal

Provision of Group Hospitalization (GHS) including Medical Evacuation for Staff including dependents of the ASEAN Centre for Energy (ACE) Period of: 2025 - 2026

1. BACKGROUND

ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025.

ASEAN Centre for Energy (ACE) is supported by two categories of ACE Member are Management and Staff. Currently, the ASEAN Centre for Energy have at total of **37** staff (**5** Management and **32** Staff).

As part of the staff benefits, ACE provides hospitalization. The hospitalization benefit is also extended to their dependents, including approximately 11 Dependents for Management and 40 dependents for Staff.

This Request for Proposal (RFP) is made to Prospective Insurance Vendors to provide ACE for the **Best Coverage for Group Hospitalization (GHS) including Medical Evacuation for ACE staff and their eligible dependents.**

2. TERMS OF REFERENCE

2.1 Group Hospitalization (GHS) insurance for ACE staff and their eligible dependents

The prospective insurance provider shall be required to provide services for group hospitalization insurance for ASEAN Centre for Energy staff and their eligible dependents per the following Scope of Work:

Period of Coverage	:	7 March 2025 – 6 Maret 2026 , with a possibility of renewal for another year subject to satisfactory performance and service.
Eligibility	:	All ACE Staff, one legal spouse, and up to 3 children under 21 years of age who are unmarried and unemployed.
Benefit Specifications	:	ACE Staff and their eligible dependents will be entitled to the minimum of following hospitalization benefits per the table below, but the expansion of the benefits is most welcome as long as the cost stay the same.

Plan Type	Staff Category	Level	Room & Board/Person/Day	Annual Limit per Person
Group 1	Management	<ul style="list-style-type: none"> • Executive Director • Manager 	IDR 1,300,000	USD 30,000
Group 2	Staff	<ul style="list-style-type: none"> • Senior Officers • Technical Officers • Administration • General Service Staff 	IDR 800,000	IDR 180,000,000

Note: Eligible dependents will enjoy the same quantum of benefits as the staff.

2.2 Other Requirements:

- The insurance provider **MUST** provide a worldwide coverage of Group Hospitalization including Medical Evacuation for ACE staff and their eligible dependents and **other benefit (if any)**.
- The insurance provider shall note that the ASEAN Centre for Energy employs staff from ten (10) Member States, namely Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam.
- The insurance provider shall note that some eligible dependents of ASEAN Centre for Energy's staff do not re-locate but enjoy the same benefits while living in their own countries or in other ASEAN Member States.
- The **cashless benefit** for inpatient treatment in Indonesia is mandatory and must be provided by the insurance provider, and preferably the cashless benefit is also available for inpatient treatment in other countries.
- The benefits shall not discriminate between network and non-network providers.
- Classification of illness, symptom of disease and coverage must be determined by internationally agreed standards.
- Ability to respond immediately to emergency situations, whilst maintaining high quality standards of service delivery, i.e. 24 hours call centre, online information system, and real time administrative support systems etc.
- Real time administrative support systems;
- To cover congenital disease and its complication with an overall limit per year for Staff and dependents per Group Policy
- Proven experience in servicing international organizations;
- Group Hospitalization Insurance **policy MUST be provided in English.**



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 file/document 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 on or before **27 February 2025** to procurement@aseanenergy.org cc to hr@aseanenergy.org
- 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 sent to: procurement@aseanenergy.org



Appendix 3
Checklist for the Completeness of Document 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 on both of your proposal.

I. General Requirements

No	Description	Checklist
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2.		
3.		
4.		

II. Technical Proposal

No	Description	Checklist
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III. Financial Proposal

No	Description	Checklist
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