

RFQ NOTICE FOR THE PROVISION OF HEALTH INSURANCE SERVICES

RFQ NOTICE NUMBER: 118

DATE: 08/12/2025

Qatar Charity Nigeria is seeking quotations from licensed and experienced Health Maintenance Organizations (HMOs) for the provision of comprehensive health insurance coverage for its national staff across various locations in Nigeria for a period of five (5) years / on yearly payments.

Vendor's Name	
Vendor's Address	
Bid Validity	
Delivery Period	

S/N	DESCRIPTION OF SERVICE	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE	REMARK
1	Provision of Health Insurance Services for a Period of Five (5) Years	Person / Family	30 / 30			
Total						

1. Scope of Services

The selected HMO will be responsible for providing the following:

- Comprehensive health insurance plans (inpatient & outpatient)
- Maternity services
- Dental and ophthalmology care
- Specialist consultation, and emergency treatment
- Chronic condition management
- Access to a nationwide hospital network, health education and wellness support

1. Eligibility Criteria

Interested companies must submit the following:

- Valid registration with NHIS
- Company CAC Certificate, and an updated Tax Clearance Certificate
- Evidence of similar contracts carried out in the last 3 years
- Profile of available hospitals/clinics nationwide
- Technical and financial proposal (for five-year coverage)
- Company profile with experience and key personnel
- Bank reference letter (stamped by your bank), including account number and names of the company's signatories
- Confirmation of signatories on the company's letterhead
- Copies of valid ID (e.g., passports or national ID cards) of the company owners and signatories

3. Quotation Requirements

Please include:

- Detailed plan types and coverage and names of Hospitals
- Annual premium per staff for each plan
- Total cost for 5 years (with yearly breakdown)
- Terms and conditions
- Warranty or service guarantees (if applicable)
- Payment terms
- Delivery/start timeline

4. Duration

The health insurance coverage should be valid for five (5) years, renewable annually based on performance and satisfaction.

Submission

- All quotations must be submitted in sealed envelopes clearly marked as “Technical Proposal” and “Financial Proposal”, and delivered to the following address:

Qatar Charity Office
No. 3 Bolaji Akinyemi Crescent,
Katampe Extension,
Abuja, Nigeria.

- Bidders are expected to offer their best rates to ensure value for money.
- **Deadline for submission of Quotation is 17/12/2025 by 16:00 hrs**
- Please note that vendors are required to sign and stamp each page of the RFQ document before submission to confirm acceptance of the terms and conditions.
- Inquiries relating to this tender should be submitted by email to gcnigeria@gcharity.org and copy mumar@gcharity.org
- Phone calls with inquiries should be addressed to +234 8135318760

Important Notes

- Qatar Charity has zero tolerance for corruption.
- Qatar charity reserves the right to accept or reject any or all, partially or fully; the bids at any time without giving any reason whatsoever.

Qatar charity encourages potential companies with relevant experience to participate in the bids with the same commitment of providing people-friendly environment for less-privileged persons in Nigeria.