

RFQ NOTICE FOR THE PROVISION OF LIFE INSURANCE SERVICES

RFQ NOTICE NUMBER: 119

DATE: 08/12/2025

Qatar Charity Nigeria invites qualified and licensed insurance firms to submit quotations for the Provision of Life Insurance Services for its staff under a period of five (5) years / on yearly payments, renewable annually based on performance and budget availability.

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 Life Insurance Services for a Period of Five (5) Years	Person	30			
Total						

1. Scope of Services

The selected provider will be required to offer comprehensive life insurance coverage, including but not limited to:

- Group life coverage for all full-time staff
- Death-in-service benefits and permanent disability coverage
- Accidental death benefits and funeral expenses
- Clear description of coverage limits and exclusions

2. Eligibility Criteria

Interested firms must submit the following:

- Company CAC Certificate and an updated Tax Clearance Certificate
- Evidence of license from NAICOM to provide life insurance services in Nigeria
- Detailed description of proposed life insurance package, including terms, benefits, and exclusions
- Premium rates (annually) and total indicative cost for 5 years
- Claims processing procedures and timeline with company profile with experience and key personnel
- Evidence of similar contracts carried out in the last 3 years
- Technical and financial proposal (for five-year coverage)
- 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
- 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 and delivery/start timeline

4. Duration

The Life insurance Services 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@qcharity.org and copy mumar@qcharity.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.