



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

TERMS OF REFERENCE

Vacancy No: UCLG ASPAC/039/X/2021
Post Title: UCLG ASPAC Health Insurance Provider
Division: UCLG ASPAC Secretariat
Duty Station: UCLG ASPAC Secretariat, Jakarta
Date Posted: 02 October 2021
Closing Date: 08 October 2021

INTRODUCTION

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), an amalgamation of International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS). UCLG was established on 1 January 2004 and is headquartered in Barcelona, Spain. Following this unification, UCLG ASPAC was established in Taipei on 14 April 2004, as the new entity of IULA ASPAC. UCLG ASPAC is the key knowledge management hub on local government issues in the Asia Pacific region.

The purpose of this bidding is to solicit proposals pertaining to purchase of

- Corporate Health Insurance with Coordination of Benefit (COB) with BPJS Kesehatan
- As Charge Only

Vendor responses should be received at the email by the latest November 08th, 2021 – at 12.00 noon.

1. TIMELINE

	Due date
Questionnaire satisfactory submission by employees	End of October 2021
Report analysis from collected questionnaire	End of October 2021
Quote invitation by email	November 2 nd , 2021
Quotation responses	November 8 th , 2021
Interview candidate provider	November 9-14 th 2021
Documents evaluation to be completed	November 23 rd , 2020

2. SCOPE OF WORK

UCLG ASPAC is seeking proposals for the Health Insurance, ASO & COB with BPJS Kesehatan vendors for FY 2021-2022

List of services needed are as follows:

CORPORATE HEALTH INSURANCE

Total Insurance Member :

- 21 persons – Employee
- 8 persons – Spouse
- 9 persons – children from employees (daughter/son)

Health Insurance :

- Out Patient for Major Treatment (hospitalization and chronic major treatment), includes PCR Test, Vaccines, and vitamins/supplements.
- In Patient (includes hemodialysis, chemotherapy)
- Dental
- COB with BPJS Kesehatan

ASO (Administrative Service Only)* :

- Glasses (Optical)
- Medical Check Up
- Maternity

*Self-funded health care, also known as Administrative Services Only (ASO), is a Self **insurance** arrangement whereby an employer provides health or disability benefits to employees using the company's own funds.*

Other terms required:

Health Insurance:

1. Able to provide a 100% Cashless system for Hospital Network Provider and Reimbursement for non-provider, Admedika COB BPJS Kesehatan
2. Wide network of hospital provider
3. 24 hours Customer Service Assistant & Dedicated CSA/Claim Analyst in Integrated System (e.i Admedifa, fitaja, etc)
4. Online medical consultation and the medicines services.
5. The rate proposed should include all taxes
6. Attached Details Benefits, vendors should submit two (2) quotations of premium with two (2) different benefit (as attached benefit file)

4. GENERAL GUIDELINES

- Authorized dependents are an employee's spouse and children who are no more than 23 years of age with maximum 3 children.
- One card for Health Care insurance
- Questions regarding this bidding must be directed in writing via email to our procurement committee : procurement@uclg-aspac.org copy to : dbadmin_assistant@uclg-aspac.org.
