



UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

TERMS OF REFERENCE

Vacancy No: 021/UCLG ASPAC/X/2022
Post Title: UCLG ASPAC Health Insurance Provider
Division: UCLG ASPAC Secretariat
Duty Station: UCLG ASPAC Secretariat, Jakarta
Date Posted: 24 October 2022
Closing Date: 04 November 2022

INTRODUCTION

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), an amalgamation of the 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 the 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 October 31st, 2022 – at 12.00 noon.

1. TIMELINE

	Due date
Questionnaire satisfactory submission by employees	31 st October 2022
Report analysis from the collected questionnaire	4 th November 2022
Quote invitation by email	31 st October 2022
Quotation responses	10 th November 2022
Interview candidate provider	11 th – 20 th November 2022
Documents evaluation to be completed	30 th November 2022

2. SCOPE OF WORK

UCLG ASPAC is seeking proposals for Medical benefits covered by the Health Insurance, ASO & COB with BPJS Kesehatan vendors for FY 2022-2023. The list of services needed is as follows:

CORPORATE HEALTH INSURANCE

Total Insurance Members: 33 people

- 21 people – Employee
- 7 people – Spouse
- 7 people – children from employees (daughter/son)

Health Insurance :

- Outpatient for Major Treatment (hospitalization and chronic major treatment), including PCR tests, 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 Providers 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 Admedika, etc)
4. Online medical consultation and medicines delivery 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 benefits (as attached benefit file)
- 7.

4. GENERAL GUIDELINES

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