



## New Development Bank

### Request for Proposal

(This is not a Purchase Order)

#### 1. Introduction

**New Development Bank (NDB)** is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals for NDB's **2023-24 Group Medical Insurance and Life & Accidental Death & Disability Insurance Plans**. Please refer to the following information and attachments for detailed requirements.

Each interested party must submit their proposal in response to this RFP to the contact person listed below by **Mar. 7, 2023, 5:15pm CST**. NDB will appoint the service provider in accordance with internal policies and guidelines. NDB at its sole discretion reserves the right to reject proposals in accordance with its internal policies and guidelines.

#### 2. RFP Schedule

Please note that the following activities would take place in the RFP process. NDB will inform the specific arrangements in advance and the suppliers are requested to respond timely.

Activity	Date
Distribution of RFP	Feb. 21, 2023
Deadline for questions if any	Feb. 27, 2023
Proposal Response Due	5:15pm CST Mar. 7, 2023
Signing Contract	TBD
Project Kick Off	TBD

#### 3. Instruction to bidders

##### 3.1 Contact Information

Please use the following contact information for all correspondence with NDB concerning this RFP. **Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.**



Contact Person:

Ms. Holly Yao

Address: NDB Headquarter, 1600 Guozhan Road, Pudong New District, Shanghai, China

上海市浦东新区国展路 1600 号，新开发银行总部大楼

Email: [yao.holly@ndb.int](mailto:yao.holly@ndb.int)

Tel: +86-21-8021 4489

### **3.2 Submission of Proposals**

Proposals shall be in English. Both hard copy and electronic version is acceptable. Hard copy (6 copies at least) shall be sent in sealed covers and addressed to the contact person. Electronic version shall be sent with protection (at least with a password).

The mentioned deadline, due time, closing date, etc. herein means Beijing time (CST) and during NDB's business hours from 9:00AM to 5:15PM on weekdays.

### **3.3 Questions**

Questions should be submitted in writing by e-mail. Prospective vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to communicated questions.

### **3.4 Ownership of Materials**

All materials submitted in response to this RFP become the property of NDB. Proposals and supporting materials will not be returned to prospective vendors.

### **3.5 Proposal Costs**

NDB is not liable for any costs incurred by the prospective vendors in the preparation and/or submission of the proposal.

### **3.6 Proposal Format (Suggested)**

NDB recommends that the proposal should contain the following (at minimum):

Volume 1 – Main Proposal

Section 1	Executive Summary
Section 2	Functional Section
Section 3	Technical Section
Section 4	Project Management Section

Volume 2 – Price Proposal – Should be separate but integral part of the proposal. The currency is USD; if quoting in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify);** and other charges shall also be clearly defined.

### **3.7 Validity Period**

The proposal including pricing quotation shall be valid for a period of at least 90 days.

### **3.8 RFP Amendments**

New Development Bank reserves the right to amend this RFP any time prior to the closing date. In the case of such an event, prospective bidders will be notified, and amendments will be issued only to those prospective vendors with intent to complete a proposal for submission to NDB.

### **3.10 Award Notification**

NDB may negotiate with all shortlisted prospective vendors before deciding on the winning vendor. NDB reserves the right to negotiate further with the winning vendor before and in the contracting process. The remaining vendors will be notified in writing of their application status.

## **4. Evaluation Criteria**

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policies and guidelines on the six principles of Economy, Efficiency, Competition, Transparency, Value for Money, fit for Purpose as contained in NDB's corporate procurement policy. NDB is interested in obtaining a complete solution for the requirements contained in this RFP. Sub-contracting is not permitted. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, or do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration. The following are the key factors that would be taken into consideration for evaluating the proposals.

### **i. Technical Approach and Methodology or Software Solution**

Primary consideration will be given to meet the mandatory requirements as listed in this RFP.

The following are factors in the evaluation.

1. Meeting the requirements as stated in this RFP.
2. Understanding of the work to be performed.
3. Technical approach and methodology to accomplish the work.
4. Completeness and competence in addressing the scope of work.

## **ii. Project Management**

NDB also believes that effective project management is essential for a successful implementation. Prospective Vendors will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned.

As part of the project management plan, prospective vendors must demonstrate adequate experience in developing and implementing the requested project. NDB's confidence in the vendors' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration would be given to vendors who propose a detailed project plan with sufficient breakdown of tasks and steps to demonstrate a complete understanding of the project.

## **iii. Pricing**

NDB will consider pricing as part of the evaluation criteria. **Lowest price is not essential to win;** however, large pricing differentials between vendors will be carefully examined. Price will be used as a final indicator for determining the vendor finalists when all other criteria have been normalized.

## **iv. Presentation and Demonstration**

Presentations and Demo's provided by prospective vendors will be considered and evaluated.

## **v. Support and Maintenance**

NDB believes the ability to perform timely support is also an important factor for the success of this project. Therefore, vendors should provide adequate information to demonstrate their capabilities to fulfill this task.

## **Terms of Reference:**

### **2023-24 Group Medical Insurance and Life & Accidental Death & Disability Insurance Plans**

The New Development Bank (“NDB”) shall provide medical insurance coverage and Life & Accidental Death & Disability Insurance coverage for its President, Vice Presidents, staff members and other personnel from May 1, 2023. As of February 16, 2023, we have around 208 employees worldwide.

NDB’s headquarters are in Shanghai, China, with its regional offices in Johannesburg (South Africa), Sao Paulo and Brasilia (Brazil), Moscow (Russia), Gandhinagar (India). NDB’s President, Vice Presidents, staff members, and other personnel may be based in or out of China, South Africa, Brazil, Russia, India, and the other new member countries that the NDB may have regional offices in future.

The administration and payments (in USD) of the insurance plan and insurance premiums will be done from China.

#### **I. Medical Insurance Plan**

Medical expenses associated with health while in service with NDB are covered under the Group Medical Insurance Plan.

The medical insurance service provider should have extensive direct billing settlement arrangements (in-patient and out-patient) with all the leading (including international/specialty) hospital and medical centers across the globe. The list of these hospitals should be provided along with the proposal, together with information about the insurance service’s provider’s experience in Brazil, Russia, India, China, South Africa, Bangladesh, United Arab Emirates and Uruguay, and whether or not the insurance service provider can reimburse locally in the local currency in each of these countries, and the new member countries of the NDB when required. The insurance service provider should also have a 24/7 call center and assistance line in English and other local languages, and should include information about their service centers as part of their proposal, including locations.

The proposal should clearly specify deductibles, specific coverage limits, waiting period, exclusions and specific restrictions, if any. The specifications for the insurance proposal are mentioned below. We have also included our existing plan's table of benefits below. Interested insurance service providers should match NDB's existing plan's table of benefits as closely as possible, clearly noting and highlighting any differences (if any). Any further suggestions would be welcomed from the insurance service providers, including analysis of the strengths and weaknesses of NDB's existing plan's table of benefits.

**Eligibility:** President, Vice Presidents, staff (all global and in-country hired) and their eligible family members are eligible to join the plan while in service with NDB. The eligible family members constitute the spouse and dependent children. The total number of eligible family members are limited to four including the spouse and three dependent children, except where the enrollment of an additional child or children will not cause additional cost to the NDB and has been approved by the NDB.

With approval from the Bank, other personnel may also be eligible to join the plan while in the services of NDB.

The coverage ceases upon termination from the services of NDB except for optional continuation upon retirement (President, Vice President and staff), as mentioned in the section below.

The plan covers reasonable and customary medical expenses. The plan is a Co-Pay and Co-Insurance model (other than for the President, where there is no co-pay and co-insurance). The plan will reimburse/cover 80% of the expense and the remaining 20% expense will be borne by the member, with the exception of three benefits which will be covered at 100%, namely: Travel Vaccinations (travel for business purposes - employee and STC only), treatment for Tropical Diseases transmitted whilst on official business to BRICS countries and worldwide Emergency Medical Evacuation/Repatriation.

**Pricing Methodology:** The premiums should be priced according to the structure of Single, Couple, Single Parent Family and Family. There should be no loading applied for monthly payments.

**Plan Options:** Each member will have an option to choose one of the three plans (in the table below) based on their needs and requirements for self and family. The same plan



will be applicable for self and family. Plan options can be changed once every year at the beginning of the policy year.

Plan as per Geographic Coverage	Bank Contribution (Insurance Premium)	Staff Contribution (Insurance Premium)
Mainland China only	80%	20%
World-wide coverage excluding USA	70%	30%
World-wide coverage including USA	65%	35%

The benefit coverage remains the same but the insurance premium varies based on geographical coverage, unless otherwise as decided by the Bank.

The plan’s underwriting should be **Medical History Disregarded (MHD)**.

**Policy Limit:** The policy limit for the President’s plan will be CNY30,000,000, for the Vice President’s plan will be CNY25,000,000 and for staff will be CNY20,000,000.

**Out-of-pocket maximum:** The maximum out of pocket limit per member and per family varies based on the NDB grade of each Covered Person. The service provider can register your participation into this bidding and request the detailed benefit information. The Bank will share it separately.

**Medical insurance extension post retirement from NDB (except other personnel):** All members of the Bank will have a choice to transfer the existing medical insurance plan to an individual plan (with similar benefits) that can also covers their eligible family members based on their own decisions, after their retirement from NDB with no additional underwriting needed (retirement age as defined or approved by NDB). The decision on continuation to the retirement plan will be at the sole discretion of the member. The

insurance premium will be completely borne by the staff member without any linkage to NDB's group plan or pricing. The retirees should be guaranteed lifetime renewability of the plan at their sole discretion, irrespective of the country where the member wishes to reside after his/her retirement.

**Continuation of cover:** In addition to the above-mentioned retirement plan, there should also be a continuation of cover available to departing staff to stay on the NDB plan for a period up to three months following the end of their NDB employment.

**Table of Benefits:**

<b>Maximum plan benefits and deductibles</b>	<b>China-based Members Cover in RMB (CNY)</b>
Maximum Plan Benefit Maximum amount paid for each insured person, per insurance year.	RMB 20,000,000
Deductible per insured person	None
Co-payment Co-payment is the percentage of costs for covered expenses that you will be required to pay under your policy	A 20% co-payment applies to all benefits (including inpatient, outpatient, maternity, wellness, dental and vision) in any hospital, except for the following benefits: <ul style="list-style-type: none"> <li>- Evacuation/Repatriation</li> <li>- Travel Vaccination</li> <li>- Tropical Diseases</li> </ul>
Tropical Diseases Transmitted whilst on official business trip to BRICS countries and the included diseases list is defined and subject to the updates from the WHO	100% refund All treatment related to this benefit must be paid-then-claimed
Overall Maximum Out-of-Pocket	The individual Maximum OOP is equivalent to



	5% of the mid-point of the salary range for your NDB grade. The family Maximum OOP is twice (2x) the individual Maximum OOP. Please ask if you need further details.
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<b>Core Plan</b>	<b>China-based Members Cover in RMB (CNY)</b>
<b>In-Patient/Day-Care Healthcare Benefits</b>	
<b>In-patient benefits<sup>1</sup>- please refer to the Notes section for more information on pre-approval</b>	
Nursing and accommodation for in-patient treatment <sup>1</sup>	80% refund Up to the cost of a standard private room (1 en-suite bedroom) for accommodation
Day care treatment <sup>1</sup>	80% refund Up to the cost of a standard private room (1 en-suite bedroom) for accommodation
Prescribed medicines, drugs and dressings for in patient or day case treatment <sup>1</sup>	80% refund
Surgical appliances and/or medical appliances <sup>1</sup> This benefit will be paid in respect of: - An artificial limb, prosthesis or device which is inserted during surgery. - An artificial prosthesis or device which is necessary part of the treatment immediately following surgery for as long as is required by medical necessity. - A prosthesis or appliance which is medically	80% refund

necessary and is part of the recuperation process on a short-term basis.	
<p>Parental accommodation <sup>1</sup></p> <p>This applies to insured in-patient under the age of 18. We will pay for reasonable costs for a parent staying in the same hospital with the insured in patient.</p>	<p>80% refund</p> <p>Up to the cost of standard private room (1 en-suite bedroom) for accommodation</p> <p>Up to 30 days per insurance year</p>
Operating theatre and recovery room <sup>1</sup>	80% refund
Surgeons' and anaesthetists' fees <sup>1</sup>	80% refund
Surgical procedures <sup>1</sup>	80% refund
<p>Specialist fees <sup>1</sup></p> <p>This benefit is paid in full for regular visits by a specialist doctor during stays in hospital including intensive care by a specialist doctor for as long as is required by medical necessity</p>	80% refund
Physiotherapy <sup>1</sup>	80% refund
<p>Radiotherapy, Chemotherapy<sup>1</sup></p> <p>Non-surgical cancer treatment, it includes radiotherapy, chemotherapy, <b>targeted therapy and cancer immunotherapy</b></p> <p>Proton beam therapy and heavy ion therapy is covered only if prescribed for malignant tumors where evidence shows it is more beneficial than normal radiation therapy, including:</p> <ul style="list-style-type: none"> <li>- Gallbladder cancer</li> <li>- Head and neck cancer with intracranial, skull base, orbital and perineural invasion</li> <li>- Unresectable intrahepatic malignant tumor</li> <li>- Hepatocellular carcinoma</li> <li>- Ocular melanoma</li> </ul>	80% refund

- Skull base tumors including chordomas and chondrosarcomas	
Radiology, Pathology <sup>1</sup>	80% refund
Home nursing charges <sup>1</sup> This benefit will be paid: - If recommended by a specialist immediately after hospital treatment for as long as is required by medical necessity. - On a full time basis for as long as is required by medical necessity for treatment which would normally be provided in a hospital	80% refund
Psychiatric care <sup>1</sup> This benefit will be paid in respect of psychiatric conditions, other mental disorders or addictive conditions	80% refund
Private ambulance <sup>1</sup> This benefit is payable for transport to or from a hospital when ordered for medical reasons	80% refund

<b>Maternity benefits</b>	<b>China-based Members Cover in RMB (CNY)</b>
<b>Maternity benefits <sup>1</sup>- please refer to the Notes” section for more information on pre-approval</b>	
In-patient and Out-patient Maternity Cover <sup>1</sup> This benefit is payable to the eligible insured persons covered under the plan. It includes childbirth, pre-natal and post-natal exams, pre natal vitamins	80% refund up to RMB 90,000 for a routine delivery, unlimited in case of complications; Up to the cost of a standard private room (1 en-suite bedroom) for accommodation in hospital if necessary for maternity

<b>Emergency medical evacuation/repatriation (these benefits require pre approval)</b>	<b>China-based Members Cover in RMB (CNY)</b>
<b>Emergency medical evacuation/repatriation<sup>1</sup> - please refer to the Notes section for more information on pre-approval</b>	
Emergency medical evacuation <sup>1</sup>	100% refund
Medical repatriation <sup>1</sup>	100% refund
Repatriation of mortal remains <sup>1</sup>	100% refund
Transport cost for a third party <sup>1</sup>	100% refund

<b>Out-Patient Plan</b>	<b>China-based Members Cover in RMB (CNY)</b>
<b>Out-Patient Healthcare Benefits</b>	
Consultations with medical practitioners and specialists	80% refund
Prescribed medicines, drugs and dressings	80% refund
Physiotherapy, Traditional Chinese Medicine treatment (including acupuncture, Tuina, Cupping, Chinese Medicine for external needle-knife therapy), chiropody, osteopathy, homeopathy	80% up to RMB 800 per visit, up to 20 visits per insurance year
Hormone replacement therapy	80% refund
Annual eye and hearing test One eye test and hearing test for additional insured person under the age of 15	80% refund

<p>Travel vaccinations This benefit will be payable for vaccinations related to travel</p>	<p>100% refund</p>
<p>Chinese Herbal Medicine</p>	<p>80% refund, up to RMB 240 per session, max 20 sessions per insurance year (max. 7 doses per session of Chinese Herbal Medication)</p>
<p>Radiotherapy, Chemotherapy Non-surgical cancer treatment, it includes radiotherapy, chemotherapy, targeted therapy and cancer immunotherapy Proton beam therapy and heavy ion therapy is covered only if prescribed for malignant tumors where evidence shows it is more beneficial than normal radiation therapy, including:</p> <ul style="list-style-type: none"> <li>- Gallbladder cancer</li> <li>- Head and neck cancer with intracranial, skull base, orbital and perineural invasion</li> <li>- Unresectable intrahepatic malignant tumor</li> <li>- Hepatocellular carcinoma</li> <li>- Ocular melanoma</li> <li>- Skull base tumors including chordomas and chondrosarcomas</li> </ul>	<p>80% refund</p>
<p>Pathology, Radiography, Radiology</p>	<p>80% refund</p>

<p>Non-surgical and minor surgical procedures and treatment</p>	<p>80% refund</p>
<p>Emergency dental treatment This benefit will be payable for treatment received during the emergency visit immediately after accidental damage to natural teeth</p>	<p>80% refund</p>

<p>Psychiatric care This benefit will be paid in respect of psychiatric conditions, other mental disorders or addictive conditions</p>	<p>80% refund, up to RMB 10,000 per insurance year</p>
<p>Routine physical exams This benefit will be paid for, or in connection with, routine physical examinations for insured persons</p>	<p>Up to RMB 7,000 per insurance year</p>
<p>Pap Smear Payment of charges for an annual Papanicolaou screening</p>	<p>80% refund</p>
<p>Prostate Cancer Screening Payment of charges for an annual prostate cancer screening for male insured person over 50 years old</p>	<p>80% refund</p>
<p>Mammograms for Breast Cancer Screening or Diagnostic Purposes This benefit will be paid in respect of: - One baseline mammogram for asymptomatic women aged 35-39 - A mammogram for asymptomatic women aged 40-49 every two years or more if medically necessary - A mammogram every year for women aged 50 and older</p>	<p>80% refund</p>
<p>Immunisation This benefit will be payable for all insured persons</p>	<p>80% refund, up to RMB 3,000 per insurance year</p>
<p><b>Dental Plan</b></p>	<p><b>China-based Members Cover in RMB (CNY)</b></p>

<b>Dental Benefits</b>	
Deductible per insured person	None
Investigative and preventative treatment These benefits include: - X-rays - Scale - Polish	80% refund, up to RMB 4,500
Basic restorative treatment, periodontal treatment and treatment of dental injury. These benefits include: - Root canal treatment - Extractions - Surgical procedures - Occasional treatment - Anaesthetics - Periodontal treatment	80% refund, combined up to RMB 9,000
Major restorative treatment These benefits include: - Dentures – acrylic/synthetic, metal and metal/acrylic - Crowns, inlays, mouth-guard or occlusal splint	80% refund, combined up to RMB 9,000

<b>Optical Benefits</b>	<b>China-based Members Cover in RMB (CNY)</b>
Eye examination by an Optometrist or an Ophthalmologist	80% refund, one per insurance year
Expenses for: - Lenses to correct vision - Eyeglass frames - Prescription sunglasses	80% refund, up to RMB 1,800 per insurance year

<b>Other benefits</b>	<b>China-based Members Cover in RMB (CNY)</b>
<p><b>Employee Assistance Programme*</b> offers access to a range of 24/7 multilingual support services as follows:</p> <ul style="list-style-type: none"> <li>- Confidential professional counselling (in-person, phone, video, on-line chat and email)</li> <li>- Legal and financial support services</li> <li>- Critical incident support</li> <li>- Wellness website access</li> </ul>	Services available
<p><b>Travel Security Services*</b> offers 24/7 access to personal security information and advice for all your travel safety queries. This includes:</p> <ul style="list-style-type: none"> <li>- Emergency Security Assistance Hotline (not a free phone number)</li> <li>- Country intelligence and security advice</li> <li>- Daily security news and travel safety alerts</li> </ul>	Services available
<p><b>MyHealth Digital Services*</b></p> <ul style="list-style-type: none"> <li>- Manage your cover with our app or portal anytime, anywhere, online and offline.</li> <li>- Submit and track progress of claims.</li> <li>- Access your policy documents, health services, payment details and more.</li> </ul>	Services available

## **II. Life & Accidental Death & Disability Insurance**

The Bank covers all staff members under a group insurance policy to help protect the financial security of staff and their family in the event of death and disability.

The proposal should clearly specify specific coverage limits, waiting period, exclusions and specific restrictions, if any. The specifications for the Life & Accidental Death & Disability Insurance proposal are mentioned below. Interested insurance service providers should



match NDB's existing plan as closely as possible, clearly noting and highlighting any differences (if any). Any further suggestions would be welcomed from the insurance service providers, including analysis of the strengths and weaknesses of NDB's existing plan.

**Eligibility:** The President, Vice-Presidents, all Professional Staff and Support Staff, globally or in-country recruited. The insurance policy only covers staff members and not their family members.

**Scope of Coverage:** The coverage is worldwide and in effect 24 hours per day, both in professional and non-professional life.

**Lump Sum benefit:** The maximum sum assured per Covered Person for all Life, Accidental Death and Disability Benefits is USD 2,000,000, except for the President who is covered up to USD 2,100,000.

The benefit of Covered Person varies based on the NDB grade of each Covered Person. The service provider can register your participation into this bidding and request the detailed benefit information. The Bank will share it separately.

**Optional Additional Life Cover:** Staff may opt for an additional life cover of a certain amount as presented below subjected to individual medical underwriting. The cost of the additional life cover is borne solely by the staff.

Option	Cover
Option 1	USD 40,000
Option 2	USD 80,000