



ROSA LUXEMBURG STIFTUNG
SOUTHEAST ASIA – HANOI OFFICE

TERMS OF REFERENCE
HEALTH & ACCIDENT INSURANCE

The Rosa-Luxemburg-Stiftung is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education for progressive social development both at home and abroad. The Stiftung is closely linked to the German Left Party, DIE LINKE. Since its founding in 1990, the Stiftung's work has adhered to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent critical thinking and democratic socialism with an unwavering internationalist focus.

The Hanoi office of the Rosa-Luxemburg-Stiftung Southeast Asia embraces a mission of supporting the transformation of countries such as Vietnam, Cambodia, Laos, and Myanmar into participatory, socially just, and ecologically sustainable societies. The RLS SEA Hanoi office opened its doors in April 2009 and currently cooperates with around 15 partner organizations, including academic institutions, universities, non-governmental organizations, think tanks, government institutions, and parliaments.

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ORDER DESCRIPTION

RLS SEA now calls for insurance companies to submit offers **for health & accident insurance for 13 staff of RLS SEA office in 2022** with the detailed scope of works as in follow.

A. SCOPE OF SERVICES:

1. RLS SEA's staff list:

Staff	Year of birth
Staff 01, Female	1970
Staff 02, Male	1970
Staff 03, Female	1976
Staff 04, Female	1978
Staff 05, Male	1979
Staff 06, Female	1980
Staff 07, Female	1981
Staff 08, Female	1983
Staff 09, Female	1984
Staff 10, Female	1984

Staff 11, Male	1982
Staff 12, Female	1990
Staff 13, Female	1995

2. Table of benefits:

TABLE OF BENEFITS
Geographical Limit
I - PERSONAL ACCIDENT
1) Death/Total Permanent Disablement
2) Medical Expenses due to accident
II. HEALTH INSURANCE
<i>The Policy covers actual medical expenses incurred for treatment of illness/sickness, disease, pregnancy & childbirth during period of insurance.</i>
A. IN PATIENT - overall annual limit per person
1) Hospitalization charges incurred during hospital stay
2) Surgical Charges
3) Emergency Ward Treatment
4) Emergency Local Transportation
5) Daily Allowance for Hospitalization
6) Burial Allowance
7) Pre-hospitalization
8) Post-hospitalization
9) Home Nursing

10) Newborn baby care
11) Maternity
Normal Delivery
Complications of Pregnancy, C-section as per prescription
Allowance if delivery at state-owned hospital
- Normal Delivery
- Caesarean (C-section)
B. OUT-PATIENT - overall annual limit per person
Limit per visit
Physiotherapy limit per year
Pre-natal check-up including: expenses of diagnosis, 2D/3D/4D ultrasound, urine and blood test
Basic Dental Care
Examination and diagnosis, X-ray, Gingivitis (blow the gums), Normal compound fillings (amalgam, fuji, composite, gic or similar materials), Root canal Treatments, Extractions of diseased teeth (with surgery).
Periodnatal
Tooth cleaning (twice/year) include in Basic Dental Care
Crown, bridge, implant, dentures, included in Basic Dental Care limit
Limitation of Dental Clinics:
C - DEATH DUE TO ALL RISKS EXCEPT FOR ACCIDENTS
Death/Total Permanent Disablement

TERMS & CONDITIONS

Eligibility of Insured Person

Extension Clauses

Adjustment during insurance period

Additional employees

Deleted employees

Waiting Period (Applicable for insured person from first joining date)

Medical Expenses

- Due to Accident

- Tendon and ligament reconstruction surgery

- Due to normal diseases

- Due to special diseases (as defined in wording)

- Due to pre-existing conditions

- Miscarriage, abortion, pregnancy treatment prescribed by doctors

- Normal childbirth

Death/Permanent Disablement

- Due to Accident

- Due to normal diseases

- Due to pre-existing conditions

- Due to special diseases (as defined in wording)

- Due to pregnancy
CONTINUOUS COVER CLAUSE
CLAIM SERVICES
Direct Billing Network
Claim Handler
Time of Claim processing
Time of Claim Payment (after receiving claim payment notice)
Insurance card - Name
Handbook/Leaflet (Soft copy)

B. Minimum Criteria for RLS SEA’s assessment of the offers:

RLS SEA will evaluate and assess the submissions of the offers upon a set of criteria. These include:

1. Service fee and payment method;
2. Proven capacity to carry out the full set of all requested services;
3. Track record and evidence based experiences in the provision of such services with international organizations.

C. Application:

Interested service providers are invited to submit their offers including a most updated company profile and a proposal in which you state clearly the desired rate for this service, including a detailed price list.

Application should be sent via email to Ms Nguyen Thuy Ha at: nguyen.thuyha@rosalux.org, latest by 07th December 2021 at 6 PM.