



ROSA LUXEMBURG STIFTUNG
SOUTHEAST ASIA – HANOI OFFICE

TERMS OF REFERENCE
HEALTH & ACCIDENT INSURANCE

Rosa-Luxemburg-Stiftung is one of the six major political foundations in the Federal Republic of Germany that are committed to civic and political education. The foundation is linked to the German left party DIE LINKE, a democratic socialist party in the German parliament and several state governments. Since its establishment in 1990, the foundation's work has adhered to the legacy of its namesake, German socialist leader Rosa Luxemburg, who advocated for democratic socialism with an unwavering internationalist focus. The foundation promotes a critical analysis of capitalist society and strategic analysis on how to bring about a socialist transformation through its headquarters in Berlin and regional offices across Germany.

The Representative Office in Vietnam of Rosa-Luxemburg-Stiftung was founded in 2009 and is located in the capital city Hanoi. We work in Vietnam, Laos and in other countries of the Mekong region and foster political education, analysis and dialogue on issues like social justice, socio-ecological transformations as well as peace and security.

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ORDER DESCRIPTION

RLS SEA now calls for insurance companies to submit offers **for health & accident insurance for RLS SEA 11 staff & 19 dependents in 2025** with the detailed scope of services as in follow.

A. SCOPE OF SERVICES:

1. RLS SEA's staff & dependents 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	1990

Dependent	Year of birth
Dependent 1, Male	2002
Dependent 2, Male	2001
Dependent 3, Male	2005
Dependent 4, Female	2002
Dependent 5, Female	2004
Dependent 6, Female	2018
Dependent 7, Female	2012
Dependent 8, Male	2018
Dependent 9, Male	2014
Dependent 10, Male	2016
Dependent 11, Male	2011
Dependent 12, Male	2010
Dependent 13, Female	2013
Dependent 14, Male	2012
Dependent 15, Female	2018
Dependent 16, Male	2011
Dependent 17, Male	2014
Dependent 18, Male	2018
Dependent 19, Male	2021

2. Table of benefits:

TABLE OF BENEFITS
Geographical Limit
I - PERSONAL ACCIDENT
1) Death/Total Permanent Disablement
2) Medical Expenses due to accident
3) Daily allowance during actual off period due to injury treatment
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) Medical expenses relating to an in-patient, day-patient and out-patient surgical operation/ procedure surgery treatment
3) Cost of coronary stent, heart valves & longo staplers in haemorrhoid surgery
4) Emergency Ward Treatment
5) Emergency Local Transportation
6) Daily Allowance for Hospitalization
7) Burial Allowance
8) Pre-hospitalization
9) Post-hospitalization
10) Home Nursing
11) Maternity
Normal Delivery
Complications of Pregnancy, C-section as per prescription
Newborn baby care
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: pre-natal check-up cost, all kinds of test such as 2D/3D/4D ultrasound, urine and blood test as prescribed by the doctor.

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 & TOTAL PERMANENT DISABLEMENT DUE TO ILLNESS/SICKNESS, DISEASE, PREGNANCY (INCLUDING SUDDEN DEATH) - overall annual limit per person
Death/Total Permanent Disablement
Partial Permanent Disablement
D - EYECHECK BENEFITS
TERMS & CONDITIONS
Eligibility of Insured Person
Wording
Scope of Cover
Premium Warranty
Extension Clauses
Adjustment during insurance period
Additional employees
Deleted employees
Waiting Period (Applicable for insured person from first joining date)

Medical Expenses
Death/Permanent Disablement
Continuous Cover Clause
Claim Procedures
Direct Billing Network
Claim Handler
Time of Claim processing
Time of Claim Payment (after receiving claim payment notice)
Black list is applied, or not?
Insurance card/ Mobile App
Claim submission via email and/or mobile apps
Handbook/Leaflet (Soft copy)
Claim related extentions (if any)

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;
2. Company profile with track record 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 25th November 2024 at 6 PM.