

PROCUREMENT NOTICE REQUEST FOR PROPOSAL (RFP)		
Procurement Form (PF) Number	PF-NP-152 & BPA -7	
ISSUANCE DATE:	March 25, 2026	
SUBMISSION DEADLINE	April 8, 2026 17:00 Nepal Time (NPT)	
QUOTATION SUBMISSION METHOD	Both technical and financial proposal can be submitted electronically at Nepal.Procurement@hki.org or hard copy at Helen Keller Intl/Nepal Office.	
PURCHASER	Helen Keller Intl Nepal, Bhyuti Marg, Jhamshikhel, Lalitpur	
DESCRIPTION	Request for Proposal (RFP) for Professional Service Contract <ul style="list-style-type: none"> Insurance Service 	
<p>Helen Keller Intl, an International non-profit organization (INGO) works to improve the sight and lives of the vulnerable by combating the causes and consequences of blindness, poor health, and malnutrition through public health approaches, building the capacity of organizations, and contributing to policy changes through systems strengthening and operations research.</p> <p>Eligibility/ Criteria</p> <ul style="list-style-type: none"> Company registered in Nepal Valid company registration, PAN/VAT certificate and latest TAX clearance certificate. Company Trade License. Minimum 3 years of work experience with International Non-government Organizations working in Nepal. <p>Interested vendor/service providers can also download relevant RFP through this link https://helenkellerintl.org.np/procurement-notice/</p> <p>The RFP must be submitted in your firm's letterhead, the complete name, title, phone number and e-mail address of the individual to whom communications should be sent. The deadline for submitting Quotation under RFP Ref No. PF-NP-152 is April 8, 2026, by 5:00PM Nepal Time (NPT) at Nepal.procurement@hki.org or can submit Hard Copies at Helen Keller Intl/Nepal Office.</p> <p>Helen Keller Intl, Nepal reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves.</p>		

Request for Proposal (RFP)
BPF No. 7
PF-NP-152

Title: Insurance Service (Medical Insurance, Group Accidental Insurance, Term Life, Critical Insurance and Property Insurance)

RFP Issue Date: March 25, 2026

Queries submission Deadline: April 2, 2026

Proposal Submission Deadline: April 8, 2026

Contracting Entity: Helen Keller Intl Nepal

Place of Performance: Nepal

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. The issue of this RFP does not in any way obligate Helen Keller Intl to award a contract, nor does it commit Helen Keller Intl to pay for the costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

Submission email address: Nepal.procurement@hki.org

SECTION 1: Introduction, Eligibility of Bidders, and Definitions

Introduction

The Helen Keller International (Helen Keller Intl), a nonprofit organization (headquartered in New York, NY, USA), with a country office in Nepal, was co-founded by Helen Keller over a century ago. Registered in 1919 in New York City, we focus on combating blindness and malnutrition worldwide. The organization operates through its headquarters in New York, with additional offices in Washington DC and program offices in 20 countries. Helen Keller Intl works on vision, health, and nutrition, using evidence-based programs and research to address the causes and consequences of these issues. The organization's approach involves building the capacity of local partners to deliver services effectively and sustainably. We have nearly 200 programs that provide support and training to families and individuals, empowering them to tackle challenges in the long term. In Nepal, Helen Keller Intl collaborates closely with the government and external partners on national nutrition programs and policies.

Helen Keller Intl invites all eligible Bidders to submit proposals for Insurance Service (Medical, Critical Illness, Accidental, Vehicle, and Fixed Assets)– Helen Keller Intl Nepal currently has between **40 to 50** employees based in Kathmandu and district offices who are eligible for medical and critical illness insurance. Consultants are eligible for accidental insurance. The health coverage plan also extends to employees' families, including spouses, up to three children under the age of 21, and parents or in-laws below 75 years of age.

The purpose of this Request for Proposals (RFP) is to select a vendor/service provider that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

Eligibility of Bidders

- This RFP is open to all the Insurance Service Companies/Firms registered in Nepal and have minimum 3 (three) years of experience with INGOs and Donor agencies and have mandate for providing insurance service as stated in TOR (annex A). The insurance company/firm must be capable of implementing the ToR, with a solid record of integrity and business ethics, and that meets the eligibility requirements stated in this Section.
- Bidders that submit proposals in response to this RFP must meet the following requirements:
 - 1) The firm/company should be legally registered under the laws of the country where it is operating and have demonstrated capacity and expertise to successfully implement the ToR
 - 2) Have completed the required representations and certifications incorporated in this RFP
- Be willing to comply with relevant donor rules and regulations and Helen Keller Intl requirements.

Note: Helen Keller Intl will not award a contract to any entity that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with entities whose principals who are debarred, suspended, or proposed for debarment, in the performance of this activity.

SECTION 2: Scope of Work

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Technical Offer template
- Annex C: Financial Offer template (separate Excel spreadsheets)

Scope of Work, Key Objectives and Activities

Helen Keller Intl Nepal aims to support its employees and their family members (parents/in-laws, spouses, and children) in accessing expanded health services, including coverage and reimbursement for medically required treatment abroad.

- a. Submit a proposal along with given form (hard copy) with optional plans on Accidental Death, Critical Illness Diseases, death due to any reason, disabilities, and injuries.
- b. Provide a detailed policy on the insurance benefit plan that covers Helen Keller Intl-Nepal employees, including their dependents (Married: Spouse, up to three children (up to 21 years), father, mother, or father-in-law, mother-in-law (up to 75 years), Unmarried: Father and mother, Single: Employees only) under a comprehensive Group Medical Policy, Per family floater (staff + spouse+ 3 children) for Domiciliary and Hospitalization Medical Insurance Policy and coverage for the treatment of critical illness for **the insured staff** including their dependents (Married: Spouse and Children ,Father, Mother or Father In-law, Mother In-law, Unmarried: Father and Mother, Single: Employees only)
- c. Outline the claim and reimbursement process, advance payment provision if any timeline for claim reimbursement, coverage for Ayurveda and Homeopathic treatment cost and other conditions and list of exclusions for Group Personal Accidental and Medical Insurance which are non-negotiable.

Non- life Insurance:

Provide a proposal with optional plan (Comprehensive & Third Party) on the insurance of Vehicles covering the risk of Earthquake, Fire, Riot Strike and Damage -Terrorism (RSD), Malicious Damage (MD), Terrorism.

- a. Provide a proposal on the insurance of Fixed assets and durable items covering the risk of Earthquake, Fire, RSD, MD, Terrorism.
- b. Fixed Assets Insurance: Laptop, Projectors, Generators, Cameras, Printers, Photocopiers.
- c. Vehicle Insurance: Optional plan for Comprehensive and Third-Party Insurance for Vehicles – Cars, Motorbikes and Scooter.

Deliverable and Illustrative Timeline

- Provide Group Personal Accident Insurance coverage short-term staff with a detailed proposal and benefit package for accidental insurance worldwide. The number of staff might change due to changing funding circumstances onwards June 2026, it might decrease or increase, and it will be communicated before the new contract signature.
- Provide Medical and Hospitalization Insurance coverage for **40-50 staff** (Married: Spouse, up to three children (up to 21 years), father, mother, or father-in-law, mother-in-law (up to 75 years), Unmarried: Father and mother, Single: Employees only).
- Provide International Travel Insurance Policy for HKI staff as and when required.
- Provide monthly statements of claim settlements and balance for each employee and their dependents to the concerned Helen Keller Intl focal persons.
- Provide insurance coverage for Helen Keller Intl vehicles and other fixed assets.
- Orient Helen Keller Nepal staff on the insurance claim process in two-three different lots.

Anticipated Contracting Period and Award Mechanism

The anticipated period of the resulting award is expected to be 24 months beginning on or about 1 July 2026 with possibility of further extension for another year. Bidders must clearly identify “start-up” support costs, if any, required to commence services.

Helen Keller Intl intends to award an all-inclusive fixed price Professional Services Contract, to the winning offer. No profit, fees, taxes, or additional costs can be added after the award. This RFP is subject to all the terms and conditions of the resulting contract. Any resultant award will be governed by these terms and conditions.

SECTION 3: Proposal Instructions

The Bidder’s proposal will consist of two separate documents:

Part 1 – Technical Offer

Part 2 – Financial Offer

The Technical Offer and the Financial Offer (altogether “proposal”) must be submitted separately. The Bidder should not include any cost data in the Technical Offer.

The proposal should be presented and structured, and should explain in detail the Bidder’s availability, experience and resources to provide the requested services.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English**.

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum 90 days)
- iii. Name of the company/organization
- iv. Name and title of authorized representative of organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form (Annex B). This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex B. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder’s ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict-of-Interest Declaration Form may also lead to the rejection of the submitted proposal.

Part 1: TECHNICAL OFFER

A maximum number of pages for each component of the Technical Offer is given below.

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience (3 pages maximum recommended)

Information related to Bidder's past performance/prior experience in conducting work similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationships to Bidder, address, email, and phone number. Helen Keller Intl reserves the right to contact all references provided. Contact information for references is not subject to the page limitation for this section.

2) Technical approach (3 pages maximum recommended)

- The technical approach must describe the proposed approach to achieving the Helen Keller Intl. insurance objectives and must address the following:
- Information as to whether the Bidder currently has a presence in the country/region, and the nature of this presence.
- A brief description of the Bidder's understanding of the objectives and scope of work for the insurance service to meet Helen Keller Objective.
- An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.

3) Documents to be submitted:

- Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
- Copy of company tax registration, or equivalent document.
- Copy of other relevant legal documents.
- Copies of audit reports from the last two fiscal years
- Copies of tax clearance certificates
- List of clients receiving similar services for references

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the separate sheet with contact details of key staff members' name, email, telephone number etc.

Part 2: FINANCIAL OFFER

This contract will be issued as a Professional Services Contract with payment made against specific completed and accepted deliverables. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company only.

As part of the Financial Offer, Bidders must include a detailed budget, expressed in NPR with an accompanying budget narrative, describing the basis for the listed cost elements. Supporting information should be provided in sufficient detail to allow a complete analysis and determination of the reasonableness of each cost element. Bidders are required to include and clearly label **all** costs deemed necessary to complete the work called for hereunder.

Helen Keller Intl will follow a Best Value Trade-Off selection methodology. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request a Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable

SECTION 4: Evaluation Criteria and Basis for Award

Helen Keller will follow a Best Value Trade-Off selection methodology. Helen Keller may award to responsible entity whose proposal(s) are most advantageous to the program, with price and other factors considered including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline to make them responsive. However, Helen Keller may request a Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative (if needed), and cost effectiveness (reasonable, realistic, match the Technical Offer and meets requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered, in conjunction with the total score of the Technical Offer.

SECTION 6: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 90-day validity period from the proposal submission date, as provided in the Cover Letter. Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to Nepal.Procurement@hki.org indicating in the subject line of the e-mail the company name and the BPA number 7.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
 - o Company registration certificate
 - o VAT registration certificate
 - o PAN/VAT documents
 - o Income tax clearance certificate of the current year
- Other pertinent information relevant to the proposal submission

SECTION 7: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely based on the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

SECTION 8: Terms of the Solicitation

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller, nor does it commit Helen Keller to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are an integral part of this RFP.
3. Helen Keller may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.

4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller having to re-evaluate selection of potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those entities it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions.
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition.
 - c. Extend the time for submission of all RFP responses after notification to all Bidders.
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate.
 - e. Issue an award based on the initial evaluation of offers without discussion.
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Terms of Reference (TOR)

Procurement of Insurance Services – Helen Keller Intl Nepal

1. Background

Helen Keller Intl, founded in 1915, works to save and improve the sight and lives of the most vulnerable. Guided by Helen Keller’s fierce optimism, the organization has been delivering life-changing health solutions for over a century.

In Nepal, Helen Keller Intl collaborates closely with the Government and external partners to implement national nutrition programs and policies. The organization currently employs approximately 40–50 staff across Kathmandu and district offices.

2. Objective of the Assignment

The objective of this TOR is to engage a qualified insurance service provider to deliver **comprehensive insurance coverage** to Helen Keller Intl Nepal employees and their eligible dependents as well as insurance coverage for available assets.

3. Scope of Services

The selected insurer shall provide proposals for the following:

- Group Medical Insurance (GMI)
- Critical Illness Insurance (CII)
- Group Personal Accidental Insurance
- Non-Life Insurance (Vehicles and Fixed Assets)

4. Coverage Eligibility for GMI and CII

Coverage shall be applicable as follows:

- **Employees + Dependents (Married):** Spouse, up to three children (up to 21 years), father, mother, or father-in-law, mother-in-law (up to 75 years)
- or
- **Employees + Dependents (Unmarried):** Father and mother
- or
- **Employees only**

5. Detailed Coverage Requirements

5.1. Group Medical Insurance

A. Inpatient Coverage

- Hospital room and boarding charges
- Doctor/specialist consultation fees
- Surgery and operation theatre charges
- Diagnostic tests (MRI, CT scan, ECG, Endoscopy, lab tests, etc.)
- Medicines and medical supplies
- ICU and emergency care

- Ambulance services
- Pre- and post-hospitalization expenses
- Maternity services
- Day-care procedures

B. Outpatient Coverage

- Doctor consultations
- Diagnostic tests and radiology
- Medicines and medical supplies
- Dental treatment
- Optical/eye care (frames, lenses, glasses)
- Physiotherapy
- Chronic and recurring conditions
- Dermatology treatment
- Counselling services (Psychologist, Psychiatrist and Psychiatric treatment)
- Ayurvedic, homeopathic, and naturopathy treatment
- Annual health checkup

5.2. Critical Illness Insurance

- Coverage for major critical illnesses
- Inclusion of pre-existing conditions

5.3. Group Personal Accidental Insurance

- Coverage as per Government of Nepal rules and regulations

5.4. Non-Life Insurance

A. Fixed Assets Insurance

Coverage for:

- Laptops-120 numbers, projectors-5 numbers, generators -1 number, cameras- 2 numbers, printers and photocopiers -18 numbers

Risks covered:

- Earthquake
- Fire
- Riot, Strike, Damage (RSD)
- Malicious Damage (MD)

- Terrorism

B. Vehicle Insurance

- Comprehensive and Third-Party options
- Coverage for cars, motorbikes, and scooters
- Risks: Earthquake, fire, RSD, MD, terrorism

6. Claims & Administration Requirements

The insurer must comply with the following:

- No deduction provision
- Claims submission timeline: Within 90 days from date of treatment
- Claims settlement timeline: Within 14 working days upon receipt of complete documents
- Any request for additional documents must be made within 5 working days of claim submission
- Additions and Deletions during the policy period shall be adjusted on a pro-rata basis
- Availability of cashless services through network hospitals

7. Network & Service Requirements

- Strong network of hospitals across Nepal, including district locations
- Dedicated relationship manager/focal person
- All claimed amounts will be deposited into bank account of Helen Keller Intl Nepal staff and email sent mentioning the same.

8. Requirements

- Policy: Policy outlining the details of limits, sub-limits, exclusions and conditions (including all covered/non covered areas)
- Reporting:

The insurer shall provide:

- Periodic (quarterly or bi-annual) claims utilization reports
- Summary of claims processed, pending, and rejected

9. Proposal Submission Requirements

Bidders must submit:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

10. Evaluation Criteria

Proposals will be evaluated based on:

- Technical evaluation
- Financial proposal

Only technically qualified bidders will be considered for financial evaluation.

S.N.	Evaluation Criteria	Sub-Criteria	Maximum Marks
A	Organizational Experience & Capacity	Years of operation & relevant experience with INGOs/NGOs/corporates of similar size	5
		Financial stability & valid license	5
	Subtotal A		10
B	Technical Proposal & Coverage	Group Medical Insurance (coverage as mentioned in TOR; inpatient & outpatient, maternity, chronic, vision, dental, mental health, etc.)	15
		Critical Illness coverage (incl. pre-existing conditions)	10
		Personal Accidental Insurance compliance & coverage	5
		Non-life insurance (vehicles & fixed assets coverage)	5
		Subtotal B	35
C	Service Delivery & Claims Management	Claims process (Claims submission time 90 days) & turnaround time (14 working days)	10
		Customer support & dedicated focal person	5
		Claim amount transfer in staff bank a/c	5
		No deductible provision on claim	10
		Additions and Deletions during the policy period adjusted on a pro-rata basis	10
	Subtotal C	40	
D	Network & Accessibility	Accessibility for field staff	3
		Coverage across Nepal for cashless facility in networked hospitals	2
	Subtotal D	5	
E	Value-Added Services	Wellness programs (EAP, mental health, etc.)	5
		Preventive health services (annual checkups)	5
	Subtotal E	10	
	TOTAL		100

ANNEX B: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy: In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must always provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“Conflict of Interest” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. A Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl.
- ii. A Bidder has been or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient.
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient.
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“Affiliate” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control a Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict-of-Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict-of-Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note:</i> if this box is checked, please describe in an attachment, <i>in detail</i> , the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	