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Planning

## **FCDO Healthcare Review - Asia Pacific**

Foreign Commonwealth and Development Office

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-011967

Procurement identifier (OCID): ocds-h6vhtk-0451ce

Published 12 April 2024, 12:12pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Contact**

Simran Khurmy

#### **Email**

[commercial.corporate@fcdo.gov.uk](mailto:commercial.corporate@fcdo.gov.uk)

#### **Telephone**

+44 2070080932

**Country**

Singapore

**Region code**

SG - Singapore

**Internet address(es)**

Main address

[www.gov.uk/fcdo](http://www.gov.uk/fcdo)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

FCDO Healthcare Review - Asia Pacific

#### **II.1.2) Main CPV code**

- 66512200 - Health insurance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Foreign Commonwealth and Development Office (“FCDO”) intend to engage the market in relation to this project as part of early market engagement activity in accordance with Regulation 40 of the Public Contracts Regulations 2015. The purpose of this PIN is to initiate market engagement and is not being used as a call for competition. This process will help inform our commercial strategy and gauge the interest and capability of suppliers in this market.

This PIN is intended to:

1. Engage with and inform the market of the FCDO’s requirements, enabling potential Brokers to better understand the scope of the requirement and the approach to the procurement process; and
2. Provide detail of the upcoming early market engagement event which will be held in Singapore, at the British High Commission week commencing 24th June 2024. Details on how to register for this event is provided in section VI.3 (Additional Information).

The requirement:

The FCDO is a global organisation of approximately 17,000 staff in 180+ locations around the world. This global presence means FCDO has a complex set of working arrangements, legal commitments and recruitment & retention considerations, including provision of healthcare to its locally employed staff, who are our staff employed by posts (embassies, high commissions, and consulates) overseas on local employment contracts. Please note locally employed staff are not Civil Servants employed by the British Government.

We are exploring strategic options and ways to aggregate our individual requirements, where possible, to optimise value for money. We are looking for an insurance broker to manage FCDO's locally employed staff's medical insurance requirements, within the Asia Pacific region, for a maximum contract term of 5 years. Current spend on premiums is circa £1.15 million per annum, across 15 countries. Note, the total contract value we are seeking to award will be circa £5.75 million over 5 years.

FCDO are piloting this in the Asia Pacific (Asia Pac) region, for sight of Annex A which outlines a breakdown of posts and cover in this region where FCDO currently source healthcare for its locally employed staff and qualifying dependants, please register via [commercial.corporate@fcdo.gov.uk](mailto:commercial.corporate@fcdo.gov.uk)

There is an expectation that your Brokerage must have capability to source medical insurance for all posts in the Asia Pac region in which FCDO operates. As part of our early market engagement, we are issuing this Prior Information Notice (PIN) to attract brokers who are licensed to provide insurance advisory and brokerage services in the countries contained within Annex A, and to understand supply market capability and perspectives.

### **II.1.5) Estimated total value**

Value excluding VAT: £5,750,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 66512200 - Health insurance services

### **II.2.3) Place of performance**

NUTS codes

- SG - Singapore

### **II.2.4) Description of the procurement**

You are invited to complete Annex B, see Additional Information II.2.14, submitting your interest and availability in attending a market engagement session. FCDO will be hosting a market engagement Kick Off Conference followed by 1:1 sessions between your organisation

and representatives from FCDO, including the UK Commercial leads, Asia Pac regional Commercial leads and representatives from our posts, to discuss your service offering in this sector. FCDO would like to take this as an opportunity to meet face to face in the British High Commission, Singapore. These meetings will be held w/c 24th June 2024.

Your input at this market engagement will help inform our procurement strategy and sourcing options going forward. Participation or non-participation in this market engagement exercise shall not prevent any supplier participating in a potential future procurement, nor is it intended that any information supplied as part of this exercise shall place any supplier at an advantage in a potential procurement process. No formal assessment of capability or down selection of bidders will be carried out in relation to any responses received as a result of this.

The requirement will be procured via the Foreign, Commonwealth and Development Office's e-procurement portal: <https://fcdo.bravosolution.co.uk>. Suppliers, not currently registered on the portal, who are interested in being considered for this opportunity must self-register on the site to participate — registration is free and instantaneous.

Please be advised that by responding to this PIN you agree to the following conditions:

#### 1. Obligations

The purpose of this PIN is to gain an initial broad understanding of market capabilities in respect of the healthcare services sought. The FCDO makes no obligations or undertakings in any way to:

- Commence any procurement activity; or
- accept any PIN information received from suppliers; or
- any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of this, or any other, future tender opportunity.

#### 2. Costs of preparing the response

- All costs relating to the preparation and submission of a response and the attendance of the supplier sessions in Singapore are the sole responsibility of the supplier. The FCDO shall not pay the supplier, wholly or in part, for its response to this PIN.

#### 3. Suppliers to inform themselves

- The FCDO has taken all reasonable care to ensure that the PIN is accurate; however, the FCDO gives no representation or warranty as to the accuracy or sufficiency of the contained information.

We look forward to hearing from you at your earliest convenience, with Annex B completed. We would be grateful if responses could be provided by 10:00 (GMT) on 30th April 2024 to [commercial.corporate@fcdo.gov.uk](mailto:commercial.corporate@fcdo.gov.uk)

## **II.2.14) Additional information**

Annex B - for return to FCDO

Supplier name (Trading and Registered) and registered address.

Details of supplier operating locations.

Relationships with any parent company (if applicable).

Details of joint venture arrangements (if applicable).

Details of when the supplier organisation was founded, including origins and historical development of the organisation.

Total Number of Employees

## **II.3) Estimated date of publication of contract notice**

1 January 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

Information being sought

We are interested in understanding the capabilities of the insurance market in delivering a commercial strategy of this kind across multiple posts in the Asia Pac region.

Below are questions we have as ahead of the supplier engagement sessions:

Are you able to source medical insurance for all Asia Pacific posts listed in Annex A?

What pricing model would your organisation propose to deliver this service?

Your acceptance to attend a face to face supplier engagement session w/c 24th June 2024 at the British High Commission in Singapore, please give the names and emails of those you wish to attend. We will confirm timings by 10th May 2024.

Do you have any immediate questions about the requirement that you would like us to address during the engagement sessions?

We appreciate your time in reviewing and responding to this PIN and look forward to meeting you w/c 24th June 2024.

With this in mind, we would be very grateful if you could reply to this PIN by email to [commercial.corporate@fcdo.gov.uk](mailto:commercial.corporate@fcdo.gov.uk) by 10:00 UK time on 30th April 2024.

