



Request for technical proposals for supplementary Staff Pension Services of the African Civil Aviation Commission (AFCAC)

Overall objective:

The supplementary pension initiated by AFCAC is a social scheme, with the aim of guaranteeing an adequate (suitable) standard of living for prospective retirees of the Commission. It is financed by levies collected from employees and paid by the employer, as well as by income generated by financial investments made by the pension fund.

Scope of work:

- 1- Carry out the entire pension fund management cycle: from the deduction of contributions from AFCAC to the payment of allowances to beneficiaries, including the calculation of individual asset entitlements
- 2- Communicate to AFCAC and its employees the status of their account (update a reliable status of the company account within the defined period).
- 3- Ensure that the declared monthly contributions correspond to the sum of the individual calculations per employee (pensionable remuneration and applicable rates)
- 4- Implement an efficiency program to improve contribution performance over mutually agreed periods
- 5- Ensure the support of employees, the guarantee of an efficient and personalized service to active employees and retirees
- 6- Enable the liquidation of contributors' rights in the form of a life annuity, a capital or a mix of the two
- 7- Define the provisions to be taken in the event of cessation of activity within AFCAC, before the end of the contract
- 8- Define the arrangements to be made in the event of long-term illness or disability of the contributor
- 9- Offer the possibility of paying the pension to the spouse or dependent children, in the event of the death of the contributor
- 10- Offer AFCAC employees any other financial investment, including life insurance
- 11- Provide for the payment of the pension at the age from which certain employees can benefit from the basic pension (62 years)
- 12- "Carefully and thoroughly" measure the level of satisfaction of contributors by carrying out surveys according to a defined homogeneous format

Prequalification of bidders:

Bidders shall attach the following documents to their bids:

- 1- National Identification Number,
- 2- The industry or business sector
- 3- Proof of registration by local/country of operation financial regulatory authority
- 4- An affidavit attesting that the bidder is not the subject of liquidation proceedings or personal bankruptcy;
- 5- A sworn statement attesting that it is not the subject of a proceedings for the liquidation of property or judicial settlement;
- 6- Products / types of services or work offered;
- 7- Certificate of tax exemption for the current year, or provide a tax waiver;
- 8- Addresses and administrative documents, taxpayer account, commercial register;
- 9- Proof of payment of the amount of \$100 as cost of participation in the call for tenders.

Criteria for evaluating and comparing bids are as follows:

- The legal viability of the entity and its financial status;
- Proven experience in providing the Employee Benefits Administration services to at least three (3) reputable international institutions such as AFCAC;
- The total fees to be charged for administration services as a percentage of the contributions made
- Additional services to be provided to AFCAC beside the fund administration, e.g., Death Benefit, Disability Benefits, Funeral Cover, Repatriation Benefit, Injury on Duty etc
- Ability to guarantee the best interest rates and capitalization;

The ability to provide AFCAC and its staff with dedicated human resource capable of communicating and interacting effectively and proactively on any pension matters.

AFCAC is soliciting technical proposals from interested companies. An evaluation of the proposals will be done and the qualified companies will receive the detailed request for proposals to submit their financial proposal.

Interested insurance companies shall submit their closed technical proposals with encryption (password) to: procurement@afcac.org, or physically in sealed envelope to the address below:

Secretariat of the Secretary General
African Civil Aviation Commission (AFCAC)
Route de l'Aéroport Militaire Léopold Sedar Senghor, BP 8898 Dakar, Senegal

The submission deadline is 11 december 2023 4 p.m

The Secretary General

