READVERTISED:

# Request For Proposal RFP#2026-021

**Title: Provision for Security Information, Advisory and Journey Risk Support Services.**

PATH

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# Contents


1. Request for proposal schedule ..... 4

2. PATH statement of business ..... 4

3. Contracting requirements ..... 4

4. Solicitation terms and conditions ..... 4

5. Instructions for submission ..... 6

6. Scope of work/specifications and deliverables ..... 6

7. Fact-finding questions ..... 8

8. Qualifications, evaluation criteria, and selection ..... 9

Annex A. Supplier's Proposal Format/questionnaire ..... 12

Annex B. Financial Proposal ..... 14

# Request For Proposal number: RFP# 2026-012.

For: Provision of Security Information, Advisory and Journey Risk Support Services.

## 1. Request for proposal schedule

| Activity | Date and time |
|---|---|
| Request for proposal (RFP) released | 12th October 2026 |
| Deadline for submission of proposal in response to the RFP | 26th October 2026 |

**Note:** PATH reserves the right to modify dates at its discretion. Any changes will be communicated to those who confirmed their intent to submit a proposal.

## 2. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Visit www.path.org to learn more.

## 3. Contracting requirements

3.1. The contracting authority shall be PATH or one of its affiliates, either directly or on behalf of operations countries or programs.

3.2. Commercial contracting terms and conditions will be negotiated with the successful supplier at the end of the selection process.

3.3. By submitting a proposal, the supplier confirms their agreement to abide by the RFP terms and PATH policies, including the PATH Code of Ethics and general practices promoting sustainability, fair trading, health and safety, records management, anti-fraud and corruption, and environmental responsibility.

3.4. The estimated duration of the contract will be one year (renewable based on satisfactory performance).

## 4. Solicitation terms and conditions

4.1. **Notice of nonbinding solicitation:** PATH reserves the right to reject any or all bids received in response to this solicitation and is not obligated to accept any proposal.

4.2. **Confidentiality:** Suppliers must treat all information provided by PATH as part of this solicitation as confidential. Unauthorized disclosure of such information may result in PATH seeking appropriate remedies under applicable law.

4.3. **Conflict of interest disclosure:** Suppliers bidding on PATH business (herein referenced as "bidders") must disclose any actual or potential conflicts of interest to the contact(s) listed in the RFP. Conflicts of interest may exist if a personal relationship with a PATH staff member constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that conflict with the supplier's obligations to PATH. Both suppliers and PATH are safeguarded when actual or perceived conflicts of interest are disclosed. When necessary, PATH will develop a management plan to mitigate potential risks associated with disclosed conflicts of interest.

4.4. **Acceptance:** A bidder's submission of a proposal constitutes acceptance of all terms and conditions set forth in the RFP. However, PATH's acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the right to negotiate the final terms and conditions, as well as the substance of the RFP finalists' proposals. Additionally, PATH may choose to accept partial components of a proposal if appropriate.

4.5. **Right to final negotiations:** PATH reserves the right to negotiate the final costs and scope of work and to limit or include third parties in such negotiations at its sole discretion.

4.6. **Third-party limitations:** PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without express written consent.

4.7. **Proposal validity:** Proposals submitted under this RFP must remain valid for at least 90 days from the submission deadline. The validity period must also be explicitly stated in the proposal.

4.8. **Limitation of liability:** The terms and conditions outlined in this RFP do not exclude or limit the liability of PATH or the supplier in cases of fraud or other circumstances that result in liability under applicable law.

4.9. **Tender costs and liability:** Bidders are responsible for obtaining all necessary information to prepare their proposal and for covering all costs and expenses incurred during the preparation process. Subject to the "Limitation of liability" section (Section 4.8), bidders acknowledge that by participating in this RFP—including the submission of their proposal—they are not entitled to claim from PATH any costs, expenses, or liabilities incurred during the tender process, regardless of the outcome of their proposal.

4.10. **PATH's variation or termination rights**: PATH reserves the right to modify or terminate this RFP process with written notice to all suppliers who have submitted proposals. The solicitation process is intended to proceed in accordance with the provisions outlined in this RFP. However, PATH reserves the right to terminate, amend, or modify the process, including time scales or deadlines, with notice to all suppliers who have submitted proposals. Subject to section 4.8, "Limitation of liability," PATH shall not be held liable for any losses, costs, or expenses resulting from its termination, amendment, or modification to this RFP.

4.11. **Joint venture, consortium, or subcontractors:** The lead supplier submitting a proposal in response to this RFP assumes full responsibility for ensuring compliance with RFP requirements among all members of the joint venture or consortium, including their advisers, subcontractors, and staff.

4.12. **Payment and invoicing:** PATH will process correctly addressed and undisputed invoices within 30 days. Suppliers must ensure that comparable payment terms apply to their downstream parties. **Advance payment is not preferred**. If an advance payment is proposed and deviates from industry- or country-standard practices, it must be clearly outlined in the financial proposal submitted to PATH.

# 5. Instructions for submission

5.1. **PATH contacts:** All communications regarding this solicitation must be directed to the contacts listed below. Contacting third parties involved in the project, the review panel, or any other party will be considered a conflict of interest and may result in disqualification of the proposal. All required documents and any clarifications must be submitted to the listed email below:

**nigeriaprocurement@path.org**

The subject line of all emails regarding the proposal must read: [RFP #2026-021] Your Company Name].

5.2. **Confirmation of interest:** Send a statement acknowledging receipt of this solicitation and your intent to respond (or not) no later than the date specified in the schedule in Section 1. Send the confirmation to the contacts listed in Section 5.1 above.

5.3. **Proposal technical content:** Bidders are advised to provide only the information required. Proposals must be clear, concise, unambiguous, and directly address the stated requirements.

5.4. **Selection of shortlist:** PATH reserves the right to select a shortlist from the bids received. PATH may also interview and discuss specific details with shortlisted bidders.

5.5. **Deliberate alteration** of a PATH requirement as part of your proposal will invalidate the proposal; and for evaluation purposes, the proposal may be deemed to be unresponsive

# 6. Scope of work/specifications and deliverables

Scope of work/specifications, Deliverables and Requirements for consideration:

**A. Security Risk Assessments**

- Conduct security risk assessments for travel destinations, operational locations, and travel routes upon request.
- Assess security threats including criminality, terrorism, civil unrest, communal violence, kidnapping, election-related violence, and other emerging risks.
- Identify operational constraints such as road closures, checkpoints, curfews, and access restrictions.
- Provide practical risk mitigation recommendations and written security assessment reports to support travel and operational planning.

**B. Security Information and Intelligence Services**

- Monitor the operating environment and provide timely security information relevant to PATH's areas of operation.
- Monitor and report on significant security developments, including armed conflict, crime trends, protests, demonstrations, political developments, terrorism, travel disruptions, and severe weather events that may affect operations.
- Issue immediate flash alerts for significant incidents that may impact PATH personnel or program activities.

- Provide analysis of emerging security trends and their potential operational implications.

**C. Journey Risk Advisory**

- Provide destination-specific and route-specific security advice for official travel upon request.
- Advise on prevailing security conditions, high-risk locations, recommended travel windows, access constraints, and other factors that may affect safe travel.
- Recommend whether travel should proceed, proceed with additional mitigation measures, be postponed, or be suspended based on the prevailing security environment.

**D. Security Advisory Support**

- Provide on-demand security advice to support operational planning, field activities, meetings, workshops, and visits by national and international personnel.
- Provide security consultations and practical recommendations to support management decision-making during periods of heightened security risk.

**E. Incident Analysis and Reporting**

- Maintain records of significant security incidents relevant to PATH's operating environment.
- Provide periodic analysis of security trends, emerging risks, and recommendations to strengthen operational security planning.

**4. Deliverables and Service Levels**

The Contractor shall provide the following information products:

| Information Product | Frequency / Service Level |
|---|---|
| Daily Security Situation Report | Every working day by 08:00 hrs |
| Flash Security Alerts | Within 15–30 minutes of confirmation of a significant incident |
| Weekly Security Summary | Every Friday |
| Monthly Security Report | Monthly |
| Travel Security Advisory | Within 2–4 hours of PATH's request |
| Destination/Route Security Risk Assessment | As requested by PATH |
| Quarterly Security Briefing | Quarterly |
| Annual Security Environment Review | Annually |

All reports and advisories shall be concise, evidence-based, and include:

- Description of the incident or security issue.
- Location and date/time of occurrence.
- Assessment of the potential impact on PATH personnel and operations.
- Recommended mitigation measures or actions.

**5. Contractor Qualifications**

The Contractor shall demonstrate:

- Proven experience providing security advisory and intelligence services to NGOs, UN agencies, international organizations, or similar clients.

- Strong understanding of Nigeria's security environment and regional dynamics.
- Capacity to monitor, verify, analyze, and disseminate security information in a timely manner.
- Ability to provide responsive advisory support during normal business hours and outside business hours for significant security incidents.
- Qualified personnel with relevant experience in security risk management and analysis.

**6. Performance Standards**

The Contractor shall:

- Provide timely, accurate, verified, and actionable security information from credible sources.
- Disseminate flash alerts within the agreed service levels following confirmation of significant incidents.
- Respond to requests for travel security advice within the agreed response times.
- Designate a primary and alternate focal point for communication with PATH.
- Immediately notify PATH of any significant security incident that may affect personnel, travel, or program operations.
- Maintain strict confidentiality of PATH's travel plans, operational information, and all security-related communications.

Contractor's performance will be monitored based on the quality, timeliness, reliability, and relevance of the services provided throughout the contract period.

**G. Payment Terms**

Clearly state:

1. Premium payment terms and schedules.
2. Accepted payment methods.
3. Refund, cancellation, and policy renewal terms.

# 7. Fact-finding questions

7.1. Fact-finding questions must be sent to the contacts listed in Section 5.1 by the date specified in the RFP schedule (Section 1). Questions submitted after this deadline will not be accommodated.

7.2. Fact-finding questions should reference specific sections of the RFP and, where possible, be aggregated rather than sent individually.

7.3. To uphold transparency principles, all fact-finding questions and PATH's responses will be shared with all bidders who confirmed their intent to bid. Questions will be anonymized and answered if PATH reasonably determines that responding does not disadvantage any potential supplier and does not involve commercially confidential information. Commercially confidential questions will be handled in accordance with PATH's policy on information and data.

7.4. PATH may request additional information from a bidder at any time before the award. The bidder must provide the requested information within the specified time frame. Failure to provide supplementary information to PATH in a timely manner may result in the rejection of the proposal or disqualification from the procurement process.

# 8. Qualifications, evaluation criteria, and selection

8.1. **Supplier qualifications:** In relation to the scope, suppliers must provide information on their overall qualifications, including:

**1. Bidder Qualifications and Experience**

Bidders must submit:

1. Evidence of current registration and licensing by relevant regulatory authorities in Nigeria.
2. Company profile and organizational structure.
3. At least three (3) references from organizations of similar size and complexity, including contact details for verification.
4. Verifiable evidence of successfully providing similar health insurance services within the last five (5) years.
5. Audited financial statements for the last three years (where available).

**2. Required Deliverables**

The successful provider shall deliver:

- Comprehensive health insurance coverage for eligible PATH staff and enrolled dependents.
- Nationwide access to accredited healthcare providers.
- Annual membership enrollment and administration services.
- Periodic utilization, performance, and service reports.
- Dedicated customer support and account management services.
- Annual health screening and wellness services, where applicable.

Efficient claims administration and dispute resolution support.

Suppliers that fail to meet reasonable qualifications will not be shortlisted or technically evaluated.

8.2. **Selection and evaluation criteria:** Proposals must follow any templates provided and address all specified requirements.

- Stage 1: Proposals will be reviewed for completeness, including timely submission, technical proposal, financial proposal, and all required information. Only complete proposals will proceed to Stage 2. Proposals submitted late, incomplete, or with omissions may be rejected at this stage and automatically disqualified from further review.

- Stage 2: Proposals that pass Stage 1 will undergo detailed evaluation based on the methodology outlined below. Information provided as part of the qualification process may be verified during this stage of the evaluation.

8.3. **Evaluation criteria:** Proposals will be assessed to determine the most economically advantageous option using the criteria and weightings in Table 1. Assessments will be based strictly on the proposal submitted.

Table 1. Proposal evaluation criteria and weighting.

| Evaluation criteria | Weight (%) |
|---|---|
| Scope and quality of coverage and benefits | 20% |
| Relevant experience and references | 10% |
| Customer service, account management, and responsiveness | 20% |
| Adequacy and quality of provider network in PATH operational states and the FCT, including the number of accredited providers and access to reputable hospitals and specialist facilities | 20% |
| Financial proposal | 30% |
| **Total** | **100%** |

8.4. **Scoring model:** Proposals subjected to technical or detailed evaluation will be scored using the model outlined in Table 2 for all technical components.

Table 2. Proposal scoring model.

| Assessment | Score | Summary | Interpretation |
|---|---|---|---|
| **Excellent** | 5 | Provides strong evidence of relevant knowledge, skills, and experience to meet the scope, along with demonstrated innovation in delivering the scope more effectively. | In addition to addressing the majority of bullet points under each criterion heading, the proposal demonstrates a deep understanding of the project. All solutions offered are directly linked to project requirements, showing how they will be delivered and their impact on other areas and stakeholders. |
| **Good** | 4 | Offers sufficient evidence of adequate knowledge, skills, and experience to meet the scope, potentially demonstrating some innovation, though it may be less robust. Meets all requirements with minimal gaps. | Indicates that the bidder has addressed most bullet points under each criterion heading in detail. The evidence provided shows not only what will be delivered but also offers some detail on how this will be achieved. Bidders should clearly relate their proposals to the aims of the project and be specific in how their proposed solutions will achieve the desired outcomes. |

| Assessment | Score | Summary | Interpretation |
|---|---|---|---|
| **Acceptable** | 3 | Presents reasonable evidence of relevant knowledge, skills, and experience for the scope, meeting requirements in most areas, though not all. | Addresses most bullet points under each criterion heading but lacks clarity or detail on how the proposed solutions will be achieved. While evidence is provided, generic statements are not specifically aligned with the project's aims or objectives. Significant omissions of key information under each criterion heading may result in a score of 3. |
| **Minor reservations** | 2 | Provides some evidence of relevant knowledge, skills, and experience for the scope, meeting requirements in certain areas but with significant omissions. | Indicates that the bidder has not provided sufficient evidence on how they will address several bullet points under the evaluation criteria headings. The tender is partly sketchy, with little or no detail on how the project requirements will be met. The evidence provided is weak or inappropriate and does not clearly relate to the desired outcomes. |
| **Serious reservations** | 1 | Shows limited evidence of relevant knowledge, skills, and experience for the scope. | Indicates major weaknesses or gaps in the information provided. The bidder demonstrates a poor understanding, raising significant doubts about their suitability for the project. |
| **Unacceptable** | 0 | Lacks any evidence of relevant knowledge, skills, or experience for the scope. | This applies if no response is given, the response is unacceptable, or it does not meet the required criteria. |

# Annex A. Supplier's Proposal Format/questionnaire

In response to the evaluation criteria questions, the proposal should demonstrate the following:

| Evaluation criteria | | Proposal outline |
|---|---|---|
| **Social value** | SV 01 | Explain how your business supports the social aspects of the region or country where it operates. (5 points). [Maximum half page]. |
| | | **Proposal:** |
| | SV 02 | Describe how you plan to incorporate small and disadvantaged businesses. (5 points). [Maximum 1 page]. |
| | | **Proposal:** |
| **Experience** | EXP 01<br>EXP 02<br>EXP 03 | Summarize three similar projects undertaken in the past 36 months. (20 points).<br>• Cite three projects done in the last 36 months that are similar in scope, complexity, and cost to the current work you are proposing.<br>• Include a completion certificate detailing the exact scope, dates within which the work was done, and the success rate for each project.<br>• Include the name of the organization, the key contact, their office, and the email address for each project. PATH may contact the cited organization as part of the selection process or due diligence without seeking further permission.<br>• Identify major internal and external resources specific to this scope. |
| | | **Proposal:** |
| **Expert personnel** | PER 01<br>PER 02 | Experts (proposed personnel, including CVs/resumes highlighting experience and a sign-off confirming their availability). (20 points).<br>• List the personnel you intend to use for implementing the scope, clearly stating the role of each expert, the number of days assigned, etc.<br>• Attach a one-page CV/resume for each expert, including a sign-off confirming their availability.<br>• Discuss project management and the roles of the project team. |
| | | **Proposal:** |

| Evaluation criteria | | Proposal outline |
|---|---|---|
| **Methodology/ approach** | MA 01<br>MA 02 | Methodology/approach to implementation. (20 points).<br>• Explain how you plan to implement the scope and any innovations you will introduce.<br>• Provide a timeline for meeting the deliverables.<br>• Identify potential obstacles and your plan to overcome them.<br>• Provide any comments on the scope or terms of reference. |
| | | **Proposal:** |

Abbreviations: EXP, experience; MA, methodology/approach; PER, expert personnel; SV, social value

# Annex B. Financial Proposal

The financial proposal must comply with the following guidelines. Sample templates are provided on the next page.

**Itemized costs**

Provide itemized costs for the complete scope of this project based on the scope of work and deliverables outlined in Section 6. The final scope of work may be subject to negotiation; however, bidder selection will be based on the original scope of work. Bids must include itemized costs for key elements of the scope of work, as follows:

- Percentage participation of key staff in the total level of effort.
- Roles and rates for key staff.
- Estimated total level of effort and associated costs.
- Reimbursable costs (e.g., transportation/flights, accommodations, internet, agency costs, agency fees, subcontracted resources, administrative costs, supplies, and taxes).

**Suggested templates for preparation of the financial proposal**

Consultancy fees

| Name of expert | Role in the project | Day rate (US dollars) | No. of days | Total cost (US dollars) |
|---|---|---|---|---|
| Expert y | | | | |
| Expert z | | | | |
| Expert w | | | | |
| Expert q | | | | |
| **Total A** | | | | |

Reimbursable expenses

| Item | Unit cost (US dollars) | Quantity | Total cost (US dollars) |
|---|---|---|---|
| Transportation/flights | | | |
| Accommodations | | | |
| Internet | | | |
| Taxes* | | | |
| **Total B** | | | |

*Taxes should be zero if none apply and/or if there are relevant exemptions.

Grand total = Total A + Total B.