#

# Invitation for Tender Bid

## Organisation

Tankamel Sawa

## Location

Tripoli – North Lebanon

## Starting Date

June 2024

## Duration

1 year

# Contents of ToR – Annex 2

## 1. Introduction: Tankamel Sawa

Tankamel Sawa is a Lebanese non-governmental humanitarian organization, politically independent and undenominational. We aim and act to support communities and individuals who find themselves in situations of difficulty and need, mobilizing resources in the best way in order to ensure efficient and sustainable solutions.

## 2. Context

As NSSF does not provide 100% medical coverage, and to make sure that our employees are hospitalized in case of any injury or any other kind of sickness (during and outside working hours), we are requesting to sign an insurance contract to cover the medical and workmen compensation for the employees.

**The current number of employees at the mission is 4 employees. Kindly note that this number may vary, hence we would apricate if you can give offer for the min 3 employees and maximum 7. If this is not possible kindly provide offer for the 3 employees in annex 4.**

## 3. Objectives

The main objective of this contractual commitment with an insurance company is to cover Tankamel Sawa staff members with Medical and Workmen Compensation insurance.

## 4. Expected Offer

Kindly send us the detailed list of your coverages and services for class A and class B. Note that the organization might adopt class B with an option to upgrade to class A (with the additional cost paid by the employee in the case of upgrading to class A).

### 4.1 Medical Insurance

**Option A:**

* In/out hospitalization
* Lab and imagery tests
* Maternity Coverage
* Doctor visits
* Drug Prescriptions
* Dental Insurance.

**Option B:**

* In/out hospitalization
* Lab and imagery tests
* Maternity Coverage
* Doctor visits
* Drug Prescriptions

### 4.2 Workmen Compensation

Details regarding workmen compensation insurance.

### 4.3 Other

* Flexibility of coverage in terms of the current change of NSSF procedures and the medical situation in the country.
* Fast circulation of new regulations.
* Responsive phone support.
* Responsive email and online support.

## 6. Guidelines

### 6.1 Application Instructions

In order to be eligible for application, you should follow the details in **RFQ 09-24** document and fill and stamp the needed below Annexes:

**• Annex 1: Terms of Reference “ToR”, signed and stamped.**

**• Annex 2: Monthly insurance cost, filled and signed and stamped.**

**• Annex 3: Bid submission letter**

**• Annex 4: Table of Services**

**• Proof of Company Registration documents.**

**• Company Profile.**

 • Available network/service providers (i.e hospitals, laboratories, clinics, etc…) in all of Lebanon, with the emphasize on North area and Akkar.

**6.2 Amendment of Bid**

• At any time prior to the deadline for submission of Bid, Tankamel Sawa’s may for any reason, such as in response to a clarification requested by a Bidder, modify the RFQ in the form of a Supplemental Information to the RFQ.

• In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, Tankamel Sawa’s may extend the deadline for submission of Bid, if the nature of the amendment to the RFQ justifies such an extension.

 **Opening of Bid**

* + No Bid shall be rejected at the opening stage, except for late submission.
	+ Tankamel Sawa will review the Bid in the presence of evaluation committee.
	+ Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	+ The selection committee shall review and evaluate the Bids on the basis of their responsiveness to the requirements and ToR, the services provided, the price, and other documentation provided.
	+ To assist in the examination, evaluation and comparison of bids, Tankamel Sawa’s may, at its discretion, ask any Bidder to clarify its Bid. Tankamel Sawa’s request for clarification and the Bidder’s response shall be in writing.
	+ Any Bidder with missing documentation and or missing filled annexes/ stamps will be disqualified immediately.