



Invitation for Tender Bid

Insurance Contract

Medical and Workmen Compensation insurance for national staff members

ORGANISATION	arche noVa e.v. – Initiative for People in Need
LOCATION	Tripoli – North Lebanon
STARTING DATE	JUNE 2022
DURATION	1 year

Contents of ToR – annex 2

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1. Introduction: arche noVa e.v. – Initiative for People in Need

arche noVa – Initiative for People in Need is an internationally operating, registered aid organization from Germany.

Ever since its beginning in 1992, arche noVa supports people who live in unstable situations caused by crisis, conflicts or natural catastrophes. Be it in fast emergency aid missions, rehabilitation / reconstruction projects or long-term development cooperation operations – arche noVa works with local partners and involves the beneficiaries from the start, always following the organization's fundamental principle: helping people to help themselves. In Germany, arche noVa hosts the Saxonian Competence Centre for Global Learning and supports various global learning activities, like project days at schools, extracurricular activities as well as adult education or teacher training projects.

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 appreciate if you can give offer for the min 3 employees and maximum 6. If this is not possible kindly provide offer for the 4 employees in annex 3.

3. Objectives

The main objective of this contractual commitment with an insurance company is to cover arche noVa 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).

In a more specific, but neither exclusive nor restrictive manner, we are expecting:

4.1 Medical Insurance

- a. In/out hospitalization
- b. Lab and imagery tests
- c. Maternity Coverage
- d. Doctor visits
- e. Drug Prescriptions

4.2 Workmen Compensation

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.

5. Duration

1 year, renewable.

6. Guidelines

6.1 Application Instructions

In order to be eligible for application, you should submit all documents stated below by sending an email addressed to lebanon.procurement@arche-nova.org or by hand to the following address:

arche noVa - Initiative for people in need e.V.

Head Office

Tripoli - Al Mina Street, Nakhlet El Shate' bldg. 2nd Floor, Facing Dado Land | Lebanon

before May 30, 2022 – 16:30 (Beirut time) including the following:

- Annex 1: arche noVa Code of Conduct for Suppliers, signed and stamped
- Annex 2: Terms of Reference “ToR”, signed and stamped.
- Annex 3: Monthly insurance cost, filled and signed and stamped.
- Annex 4: Bid submission letter
- Proof of Company Registration documents. If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between arche noVa and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.
- Company Profile.
- Available network/service providers (i.e hospitals, laboratories, clinics, etc...) in all of Lebanon, with the emphasise on North area and Akkar.
- Policy/Services provided.

The final deadline for submission of is May 30, 2022 – 16:30 (Beirut time).

A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with the ITB, duly signed by an authorized representative, and shall include a copy of the authorization. Bid requested to be withdrawn shall be returned unopened to the Bidders.

No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

6.2 Currency and payment

- Offer must be provided in USD only.
- Payment shall be provided in USD, in two methods: either via Bank Wiring Transfer (the bidder company should have a USD bank account in its name in Bank of Beirut) or by Bank Letter/fresh check (the bidder must provide an official delegation letter with the name of the individual recipient of the Bank Letter).
- Payment terms: preferably quarterly, but bidder may suggest their payment terms.

6.3 Offer Validity

- Validity of offer 60 days (this must be mentioned in the offer). A Bid valid for a shorter period shall be immediately rejected by arche noVa's and rendered non-responsive.
- In exceptional circumstances, prior to the expiration of the Bid validity period, arche noVa's may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

6.4 Clarification of Bid

- In case clarifications are needed, applicants are requested to send their requests via email to lebanon.procurement@arche-nova.org by maximum May 24, 2022.
- At any time prior to the deadline for submission of Bid, arche noVa's may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB.
- In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, arche noVa's may extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

6.5 Amendment of Bid

- At any time prior to the deadline for submission of Bid, arche noVa's may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB.
- In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, arche noVa's may extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

6.6 Opening of Bid

- No Bid shall be rejected at the opening stage, except for late submission.
- arche noVa 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, arche noVa's may, at its discretion, ask any Bidder to clarify its Bid. arche noVa's request for clarification and the Bidder's response shall be in writing.

6.7 Award of Contract

- Contract will be awarded to one company only.
- arche noVa' is not obligated to award the contract to the lowest price offer.
- An award letter will be sent to the winning bidder by email, with information regarding contract signature.
- A regret letter shall be sent to those who haven't won.