

Request for Quotation (RFQ) No: 11080BY/18

Date: November/28th /2018

Dear SIRS,

On behalf International Medical Corps (IMC) Lebanon, I am kindly requesting quotation for Medical and Work Accident Insurance as Purchase Request Attached.

Offers must be signed, stamped and submitted to Tender.BEY@InternationalMedicalCorps.org

Below are applicable RFQ terms:

Deadline for submitting the Offer: Wednesday the 12th of December 2018

Quotation Validity: Quote should be valid for 30 Days Minimum from the RFQ deadline stated above. This includes, but is not limited to, cost, pricing, terms and conditions, and all other information.

Quality requirements:

Insurance should be within the terms and conditions listed below.

Quotation Requirements: Should be signed and stamped with Full address and contact person should be written.

Delivery Terms: N/A.

Requirements:

A. Life Insurance:

1. Natural or Accidental death sum insured up to 20,000 USD

B. Disability Insurance:

1. Permanent total disability of partial disability due to accident 100% of 20,000 USD
- 2.

C. Comprehensive Hospital Insurance:

1. 100% reimbursement up to overall limits / insured / up to 250,000 USD
2. All chronic or preexisting disease shall be covered with the policy.
3. Full Maternity Coverage (Normal and C-section), starting from day 1 of insurance
4. Incubators for newly born babies (no financial limits)
5. **All hospital and emergency room admissions including NICCU, ICU and CCU**
6. **All surgeries and same day procedures , indifferent of the organ involved, including prosthesis and organ transplants**
7. Infertility up to 10,000 USD
8. Lasik up to 1,500 per person per year

D. Out – Of – Hospital Insurance:

1. 85-100 t Coverage up to the yearly limits for X- ray, lab, scanner, MRI and physiotherapy (Max. 25 session)/insured. (up to 3,000 USD)
2. For Dr's visits (maximum 15 visits/year) up to 120 USD per each visit including dermatologist, ophthalmologist, Psychiatrist
3. Contact lenses, glasses and frames (up to 150 USD per staff)
4. Vaccination for children from 0 up to 6 years (Up to 3,000 USD)
5. Adult vaccination up to 150\$ per staff

E. Work Accident Insurance (Workmen compensation): As per the Lebanese Labor Law

Accident Insurance:

1. Death due to accident
2. Permanent total disability due to accident
3. Permanent Partial Disability due to accident

Passive war Insurance

1. Death due to passive war
2. Permanent total disability due to passive war
3. Permanent Partial Disability due to passive war

Medical Expenses

1. Maximum per person 5,000 USD
2. Coverage

Weekly Indemnity: (85% of declared salary 1st day)

Employees Information:

Age Brackets	Number of Employees
20 years – 30 Years	118
31 Years – 40 Years	64
41 Years – 45 Years	12
46 Years – 50 Years	13
51 Years – 55 Years	4
56 Years – 60 Years	6

Payment terms: To be paid by Bank Transfer. Add Bank Details to the quotation.

A Purchase Order will be sent to winning supplier refereeing to their official quotation.

Monthly Invoice should be sent every 20th of each month.

Partial Quotation: IMC May consider Partial Quotation.

Terms and Conditions

1. Issuance of this RFQ does not constitute an award commitment on the part of the IMC, nor does it commit IMC to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFQ.
3. IMC may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
4. False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in IMC having to re-evaluate selection of a potential Bidder.
6. Right to Select/Reject: IMC reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. IMC also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFQ responses become the property of IMC and IMC reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidder from the requirements of this solicitation that in IMC's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFQ responses after notification to all Bidders;
 - d. Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever IMC deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

Source Selection Criteria

Based on the Lowest Price Technically Acceptable Source Selection Process, award will be made to the Bidder submitting the lowest evaluated price that meets or exceeds the technical acceptability standards while respecting determined delivery timelines. Technical capability may be evaluated by how well the proposed products meet the minimum technical specifications set forth in this RFQ.

Submission instruction:

You are requested to submit signed and dated offers Via Email

Tender.BEY@InternationalMedicalCorps.org . Quotations must be submitted on Bidder's letterhead and signed by the authorized company officer.

As a minimum, offers must show:

1. The RFQ reference number;
2. The name, addresses (street, email, other), and telephone number of the Bidder;
3. A detailed technical description and specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature or other documents, as necessary;
4. Terms of any offer related warranty;
5. Price and any discount terms, including transport and insurance cost, as applicable;

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6. "Remit to"/" Submit to" address, if different than mailing address; and
7. Past performance information, including references (including contract numbers, points of contact with telephone numbers and other relevant information);

Intent to bid confirmation:

Be kind to confirm intention to participate by responding to this message upon receipt.

Questions / Clarification requests:

In case you may have questions about any terms or requested item specification, quantity or quality requirements please feel free to contact us via e-mail.

To report fraud and unethical behavior, file a report online at [EthicsPoint, Inc.](https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html) (<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html>) or contact report@internationalmedicalcorps.org for further instruction.

More details on International Medical Corps and our projects worldwide are available through our web site: www.internationalmedicalcorps.org

Regards,

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International Medical Corps

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