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| cid:image001.png@01D00D84.17B13D00**Meeting Minute**  |
| **Meeting Date:**  | 25/04/2023 |
| **Meeting Title** | Supply of Medical Insurance Services |
| **Meeting tool / Details /Links**  | TEAMS ([https://teams.microsoft.com/l/meetup-join/19%3ameeting\_MTY3MWRjNDUtMGNlZi00NDU3LThiZWYtN2NlYjJiMGNhNGI5%40thread.v2/0?context=%7b%22Tid%22%3a%222a212241-899c-4752-bd33-51eac3c582d5%22%2c%22Oid%22%3a%22a0085e37-2447-451c-b873-53ecd7609810%22%7d](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTY3MWRjNDUtMGNlZi00NDU3LThiZWYtN2NlYjJiMGNhNGI5%40thread.v2/0?context=%7b%22Tid%22%3a%222a212241-899c-4752-bd33-51eac3c582d5%22%2c%22Oid%22%3a%22a0085e37-2447-451c-b873-53ecd7609810%22%7d))  |
| **Meeting Location**  | Teams  |
| **RFP# and Subject:**  | RFP/BEY/23/07 – Supply of Medical Insurance Services |
| **Attendee** | **Position** |
| Yolland Akl | Arope Insurance  |
| Rita Akl  | Arope Insurance |
| Manal Turk | Fidelity |
| Nouhad Orfali | Securite Assurance |
| Jad Fransawi | LIA ASSUREX |
| Eleine Baradhi | UFA |
| Sama Kanaan | HR and Admin Manager |
| Celine Abdul Masih | HR and Admin Officer |
| Nesrine Ali | Supply Chain Officer |
| Hatem Dannawi | Supply Chain Team Leader |
| Hugues Vidal | HoSs |
| **Meeting Notes** |
| **Objective of Meeting:** | . Brief for the bidders about the RFP-FWA process and technical meeting to explain the all the tender process timelines including tender administrative, technical, financial evaluation criteria technical Annexes and terms of reference in addition to answer all bidder technical questions/inquiries.  |
| **Presentation and Discussion:** |  As part of the ITB/RFP process, the technical meetings are made to bring all interested bidders to common ground of understanding about the RFP process, documentation requirement and brief summary of the service.During the meeting a full presentation of the RFP process and annex clarification has been presented to the potential bidders that attended the technical meeting, and the detailed presentation will be shared all the bidders (who attended and who didn’t) via e-mail, while presenting no question were asked by the bidders.The technical presentation tackled different points, but the main agenda points after the introduction of each organization were:* RFP Introduction
* Overview of the RFP
* Explanation of RFP Annexes
* Required Documents to be submitted in the bids (technical)
* Required Documents to be submitted in the bids (financial)
* Clarification and Submission Process/method
* RFP Timeline, RFP Closing
* Separate technical and financial bids, clarifying What each envelopes /email should contain.
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| **Q&As during the meeting:** |
| **Question 1:****Answer 1:**  | When will DRC answer the inquiries shared by email? What is expected timeline?The answers will be shared on a rolling basis with all bidders that have requested the tender documents, and will be published on DRCs website, and Daleel Madani. Deadline for the inquiries is the 2nd of May at 14:00. |
| **Question 2:****Answer 2:** | Can you share the claims history?Document will be shared with all interested bidders. |
| **Question 3:****Answer 3:** |  What do you mean by worldwide coverage? DRC is looking to cover its national staff to when they are traveling abroad for leisure, and not for work related travel, and the following is optional.  |
| **Question 4:****Answer 4:** | Confirmation on the number of staff (188?) does this include dependents or only DRC staff?188 are the number of national/non national staff employed by DRC in Lebanon. |
| **Question 5:****Answer 5:** | Will DRC be disclosing the salaries for each staff?DRC will be sharing with all interested bidders the position, date of birth, and salary of all staff members. |
| **Question 6:****Answer 6:** | Are all employees doing the same daily tasks or is there a variation for each of the staff member?There are a lot of variation in JDs within our staff in DRC, some of them are field and other are office based. |
| **Question 7:****Answer 7:** | Is there a high risk on field staff? And what is their role?No high risk for the field staff, as safety monitors their movements, and receive guidance before heading towards their field visits. |
| **Question 8:****Answer 8:** |  Do staff visit refugee camps?Yes DRC staff do visit refugee camps, but safety monitors their movements, and receive guidance before heading to the refugee camp. |
| **Question 9:****Answer 9:** | In relation to the ToR (Annex G) there are multiple coverages that does not have any limitation/restrictions, such as terrorism, organ transplantation and other coverages. Can the insurance company include the limit for each coverage?Yes the company should include the restrictions, and limitations in the offer being submitted. The minimum requirement is for all the coverages to be included in the offer. |