

INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS ACTED **Libya**

Date: 25/11/2020

Tender N°: T/14/FWA/Health Insurance/Libya/24/11/2020

Through this call for tenders, ACTED asks interested companies to provide competitive detailed written quotes for the signing of a one (1) year framework contract for Health insurance for ACTED national employees and dependents as follows:

PRODUCT SPECIFICATIONS:

1. Description: Health insurance for ACTED national employees and dependents for one (1) year
2. Product class / category: Health Insurance (Service)
3. Quantity / unit: 1 Year Framework Agreement

HEALTH INSURANCE SERVICES FOR ACTED STAFF IN LIBYA (FRAMEWORK AGREEMENT)				
Article N°	Description	Quantity	Delivery	Beginning of the contract
1	Health insurance for ACTED national employees and dependents	1 Year Framework Agreement	Libya	01/01/2021

RESPONSIBILITIES OF THE CONTRACTOR:

1. Contract start date: 01/01/2021
2. Place of delivery: ACTED Tunis
3. Validity of the Offer: 6 months recommended

GENERAL CONDITIONS:

1. The closing date for the invitation to tender is **December 8th, 2020 at 02:00 P.M. Libya local time.**
2. Tenderers must submit their offers by email (Subject of the email T/14/18/FWA/Health Insurance/TunisLibya/0824/0611/2020) to the ACTED email address: libya.tender@acted (**Compulsory**).
3. Tenderers offers have to include the following document fully signed & stamped by the bidder (all pages):
 - a. **Offer Forms.** Prices must be expressed in **USD** / Bank account reference must be completed (**Compulsory**).
 - b. **Annex 2.** Filled in English with all the information mentioned in the document or reference to the offer (**Compulsory**).
 - c. **Bidder's questionnaire (Compulsory).**
 - d. **Bidder's ethical declaration (Compulsory).**
 - e. **Bidder's check list (Compulsory).**
 - f. **Proofs of past performances** in a similar field of activity (e.g. past deliveries of similar services) (**Compulsory**).



- g. A Copy of Company registration documents, copy of the Legal representative ID and license **(Compulsory)**
 - h. A catalogue or sample of the product or if there are different options, a sample or catalogue of each option **(Recommended)**
4. The offer to the call for tender will not result in the award of a contract.
 5. Late offers will not be considered.
 6. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

SPECIFIC CONDITIONS

Selection will be done accordingly to the following specification:

1. Financial control (50%)
2. Technical and quality control (50%)

These specifications will be evaluated as followed:

1. Financial control (50%) with offer form (02 OFFER FORM).
2. Technical and quality control (50%):

Criteria	Document
Medical coverage: best coverage	Annex 2, part 1 "medical coverage"
Coverage limits: best coverage (high limits and less restrictions, short waiting period)	Annex 2, part 2 "Coverage limits"
Technical question: the most response in line with the ACTED needs	Annex 2, part 3 "Technical question"
Experience in insurance (preference of at least 2 years' experience)	Proof of past experience (contract or order). Previous experience of working with the humanitarian sector can be an advantage

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____