

Conservation of the Biodiversity in the Tai-Grebo-Sapo Complex

REQUEST FOR QUOTATION Medical Insurance

The **AHT GROUP AG** has been contracted by the **Forestry Development Authority (FDA)** to execute a project for the “Conservation of biodiversity in the Tai-Grebo-Sapo forest complex” in Ivory Coast and Liberia. The project is financed by the German Federal Ministry for Economic Cooperation and Development through (BMZ) through KfW. The specific objective of the project in Liberia is to “improve the framework condition for the conservation of protected areas in the Grebo-Sapo complex in Liberia and for the protection of biodiversity by 2020”.

AHT is hereby inviting qualified and registered insurance companies to provide quotations for the medical insurance coverage as detailed below.

Medical Insurance		
No.	Description	Quantity
1	Medical insurance – Personnel	3
2	Medical insurance – Dependents	12

INSTRUCTIONS TO THE PROSPECTIVE SUPPLIER

A. Form of Quotation

Your quotation **must** specify:

1. The quotation must indicate:
 - a. Coverage offered for OPD and IPD medical expenses for each category listed above
 - b. Medical facilities covered by the insurance
 - c. The premium(s) charged both in % of coverage as well as US\$ per listed category per month.
2. Quotations must be valid for no less than **60** calendar days.
3. The bid contains full specifications and prices for each item.

Furthermore bids should include the following documents and information:

1. Valid Liberian Business Registration Certificate.
2. Valid Tax Clearance from LRA including the TIN number
3. Valid Central Bank of Liberia License
4. Business information ((Name, position, location, email, telephone, website)

B. Evaluation Factors

Quotations will be evaluated on an administrative and technical compliance first to determine whether bids they are acceptable or not acceptable. In conducting its evaluation, AHT may seek information from any source it deems appropriate to obtain or validate information regarding acceptability of Supplier's quotation. Award will be made to the administratively compliant and technically acceptable bid with the lowest price taking into account the quality of the goods to be delivered.

Administrative compliance constitutes compliance with all requirements stipulated in this Request for Quotations including

- a) The confirmations requested under “A. Form of Quotation” above.

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- b) Adherence to the requirements for submission of bids as detailed in the last paragraph of this Request for Quotations.

Failure to comply with these conditions may result in rejection of the bid.

Administratively compliant bids will be analyzed for compliance with the specifications as provided in the table above. Failure to comply with the specifications may result in rejection of the bid.

The financial offer of administratively and technically compliant bids will be assessed and the award made to the supplier offering the best price and quality at the discretion of AHT GROUP AG.

C. Submission of Quotation

Bids must be submitted in Microsoft Word or Adobe PDF format **only**. Electronic copies of the bids **must** be submitted to AHTProcurement1@gmail.com **on or before 16:00 GMT on Friday 15th June 2018** bearing the subject line "**Request for Quotation – Medical Insurance**". Quotations that are submitted in other formats or received after the stipulated deadline or **with a different subject line will not be considered**.

This invitation to submit quotation does not in any way oblige the AHT GROUP AG, KfW or the FDA to award any bid nor does it commit the AHT GROUP AG, KfW or the FDA to pay for any costs incurred in the preparation and submission of your bid. Furthermore, the AHT GROUP AG reserves the right to reject any and all bids at its sole discretion or award only part of a bid.