

Call for Service: to Procure Insurance Services

FSM-2024-11-19

Solidarity Fund PL in Georgia is looking for a company to procure the insurance services to support its activities and staff within the REDI project.

Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) began implementing on December 1st, 2023, together with Estonian partner - the e-Governance Academy (eGA). REDI aims to bridge the digital gap between rural and urban areas in Georgia through improved connectivity infrastructure and enhanced digital literacy. In the framework of the project, public internet access points and digital rural hubs will be established in up to 200 villages of Georgia.

Services Requested:

- Insurance of the **movable property**, specifically, equipment designated to compile Wi-Fi Access Points and equip Digital Rural Hubs (e.g., telecommunication equipment/devices, computer equipment, etc.), hereinafter referred to as “Movable property”.

To download the list of the typical movable property click [here](#).

The complete list of the equipment will be annexed and later on periodically updated within the contract signed with the winning bidder.

- **Health insurance** for the employees of the organization and if necessary, for their direct and second degree family members.

1. Place(s) of Assignment:

- **Movable property insurance:** in the location appointed by the contracting authority (Tbilisi, Imereti, Guria, Racha-Lechkhumi, Kvemo Svaneti and possibly Kakheti, as well as during the mode of transportation to these destinations).
- **Health insurance** across Georgia and abroad including potential contractor’s medical facilities.

2. Duration of the Assignment:

- **Movable property:** 6 months after issuance of insurance policy, with possible term of extension, subject to terms and conditions of the agreement to be signed between parties.
- **Health insurance:** 1 year after the signature of the contract, with possible terms of extension, subject to the terms and conditions of the agreement to be signed between parties.

3. Minimum requirements of the services to be provided:

3.1 General minimum requirement(s) for both health and movable property insurance:

3.1.1 Minimum of 5 years of experience operating in the field of insurance on the Georgian Market.

3.1.2 Designated focal point fluent in English and Georgian languages.

3.2 Minimum requirement(s) for movable property insurance service:

3.2.1 The ability to amend the list of insured equipment throughout the duration of the contract.

3.2.2 Provision of the requested insurance service in each of the required locations and in all required modes.

3.3 Minimum requirement(s) for health insurance service:

3.3.1 Ability to provide robust insurance packages covering at least 12 employees and their direct and/or indirect family members.

3.3.2 Ability to amend the number of employees to be insured throughout the contract term.

The offers that do not meet the minimum requirements will be excluded from the competition on a formal basis.

4. Assessment criteria for the selection of the most advantageous tender:

4.1 General Assessment criteria for both movable property and health insurance service (max. 50 points per each type of insurance)

4.1.1 Cost of insurance service (max. 30 points)

Assessment under the criterion „cost of insurance service” will be based on the following formula:

$$P = P_{\min} / P_{\text{of}} \times 30 \text{ points}$$

Where:

P_{\min} – the lowest proposed price

P_{of} – price presented in the examined offer

P – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

4.1.2 The variety of customer support services (max. 20 points)

Offers will be assessed based on the exhaustive list of physical, telephone and online services offered to support customers.

4.2. Assessment criteria specifically for movable property insurance service (max. 30 points)

4.2.1. Robust conditions of insurance coverage (max. 30 points)

Offers Will be assessed based on the detailed description and variety of conditions and insured risks as well as minimum number of exemptions.

4.3. Assessment criteria for health insurance service (max. 40 points)

4.3.1 The variety of basic and additional services covered by insurance packages (max. 20 points)

Offers will be assessed based on the exhaustive list of medical services insured within the framework of the proposed package, as well as the least number of exceptions proposed.

4.2.2 The variety of provider clinics within regions of the country and pharmacy chains (max. 20 points)

Offers will be assessed based on the exhaustive list of proposed provider clinics and pharmacy chains.

5. Settlements between the Contracting Authority and the Contractor will be conducted in GEL based on the contract signed with the winning applicant.

6. The applicant may select one or both services to bid for. The contracting authority may select one or several bidders to provide the requested services.

7. Requested Documentation

7.1 **Fiscal Statement** filled in Georgian and English languages signed and scanned in PDF format. To download click [here](#).

7.2 **Application FORM** filled in Georgian or English language signed and scanned in PDF format. To download click [here](#).

8. SUBMISSION

Application for participation in the tender must be submitted by fully sending the requested documentation no later than February 21, 2025, until 23:59 Tbilisi time to the email address redi@solidarityfund.pl

Questions regarding the call for proposals can be directed to redi@solidarityfund.pl before expiration of the deadline.

9. The contracting authority will reject any tenders/questions submitted after the deadline for submission of tenders.

10. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL_GEO Facebook <https://www.facebook.com/solidarityfund.ge> and <https://participatoryhub.ge/>

Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SFPL (except for personal data, which will be anonymized).

- 11.** A contract will be signed with the selected contractor/contractors.
- 12.** The Contractor(s) whose tender was selected as the most advantageous shall be informed by the Contracting Authority about the place and date of signing the contract.
- 13.** Prior to concluding the contract, the Contractor shall provide all information necessary to complete the content of the contract at the request of the Contracting Authority.
- 14.** If the Economic Operator(s) whose tender(s) was selected as the most advantageous evades the conclusion of the contract, the Contracting Authority may re-examine and evaluate the tenders from among the tenders of the remaining Economic Operators in the procedure or cancel the procedure.
- 15.** Persons representing the Economic Operator at the time of signing the contract should present documents confirming their authorisation to represent the Economic Operator, if such authorisation does not result from the documents attached to the tender.
- 16.** Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.
- 17.** Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. The data controller is Solidarity Fund PL in Georgia, 20 Chavchavadze Avenue, Apartment #3, floor 2, 0179 Tbilisi, Georgia. To exercise your rights, please contact the SFPL in Georgia directly at georgiarep@solidarityfund.pl – we are committed to protecting your rights to the best of our ability.