

Tender Document
Concern Worldwide

Life and Limb insurance/Group Personal Accident Cover
For National staff Iraq and Syria

Letter Of Invitation To Tender



Tender Reference:

CWW-IRQ-2027-0623-ADMIN

Date: 11/07/2023

SUBJECT: Life and Limb insurance for National staff Iraq/Syria

Dear Sir/Madam,

Concern Worldwide invites qualified life Insurance Companies to submit their bids for establishment a Contract for a period of two years (24 months from 15th of August 2023 to 14th of August 2025). Renewal may be offered for a further year based on market survey and satisfactory service performance during the contract period. The Life and Limb insurance coverage for national staff of Concern Worldwide based in Iraq and Syria (North East Syria), in multiple locations in Iraq – Kurdish Republic of Iraq (KRI)) and several locations of Syria (North East Syria), approximate number of covered national staff is 18 from Iraq (KRI) – 369 from North East Syria persons.

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

1. **Tender Dossier**
 - Letter of Invitation
 - Instructions to Tenderers - Annex 1
 - Concern Standard Term and Condition - Annex 2
 - Tender Relevant experience - Annex 3
 - Tender Declaration - Annex 4
 - Financial Offer - Annex 5
 - Term of Reference – Annex 6
2. **Additional Documentation**
 - Safeguarding Policies – please click [here](#)
 - Anti-Fraud and Whistleblowing Policy – please click [here](#)

We look forward to receiving your tender on or before **29th of July 2023 – 4:00 PM (GMT+3)** at the address specified in Annex 1 – Instructions to Tender.

Your tender bid **must include** the following documentation so please use the list below as a 'Checklist' before submitting your tender to Concern.

Description	Status *
Instruction to Tender	
Concern Standard Term an Condition	
Tenderers Declaration – Dated, Signed and Stamped	Mandatory
Completed Tenderers Relevant form - Dated, Signed and Stamped	Mandatory
Financial Offer - Dated, Signed and Stamped	Mandatory
Term of Reference	
Certificate of Registration	Mandatory
Complete Policy Documents for Proposed Cover	Mandatory
Underwriter's Certificate	Mandatory
Credit Rating Certificate	Mandatory
Insurance Registration with Central Bank for Country of Operation to operate on International Market	Mandatory
Tax Certificates /Registration for Country of Operation	Mandatory
Tax Clearance Certificates	Mandatory

Owners/Managing Director & CEO ID/Passport	
Company Profile	
CV's of Account Managers	
Audit Report 2020 and 2021	Mandatory
Certificate of affiliation. For example EIOPA/FIO....etc.	

For your submission, please carefully follow the instructions specified in the annexed document "Instructions to Tenderers – Annex 1.

Please Note the following Key Dates

Line	Item	Date
1	Pre bid meeting – optional	16 th July 2023 at 10:00 (GMT +3)
2	Closing date for clarifications	20 th July 2023 at 12:00 (GMT +3)
3	Closing date for Tender Submissions	29 th July 2023 at 16:00 (GMT +3)
5	Tender Opening Session	30 th July 2023 at 10:00 (GMT +3)

Yours sincerely,

Chairperson

Tenders Committee Concern Worldwide-Syria/Iraq