**Tender Notice**

**Tender Ref: OCT-24-139**

Concern Worldwide is a non-governmental, international, humanitarian organization. Concern invites quotation/proposals from registered Insurance companies for the Group Health Insurance of its staff and dependents.

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| **Item** | **Specifications** |
| Group Health Insurance | Details in Tender Pack |

Quotations are invited as per below terms & conditions latest by **November 12, 2024 before 1400 Hrs.**

**Terms & Conditions:**

1. Tender documents can be downloaded from our website: <https://www.concern.net/where-we-work/pakistan/contact-us>
2. Sealed tenders should reach Concern Worldwide, Plot No-144, I & T Center, G-9/1, Islamabad on or before **1400 Hrs on November 12, 2024** and should be clearly marked “TENDER - Not to be opened before **1400 Hrs on November 12, 2024**”
3. Concern Procurement Committee reserves the right to cancel/reject any or all offers without assigning any reason.
4. Group Health Insurance services will be required for 1st January 2025 to 31st December 2025. Submitted quotations must be having a validity for the said period.
5. All the quotations must be submitted in Pak Rupee (PKR) with all applicable taxes
6. Quotations should be submitted along with past experience or cliental list
7. Selected Insurance company representative need to give awareness sessions at Concern offices located at Islamabad and Hyderabad and at any new location (office) for Concern Worldwide during the contract period. Insurance Company must bear the cost of traveling, accommodation and transport
8. Selected insurance company will have to submit a 10% of total bid amount to Concern Worldwide in the shape of Demand draft/Payment Order as a Performance Guarantee after signing of contract. Concern will return the same at end of the contract period after the settlements of all the pending claims.
9. Payment will be made on quarterly basis after the deduction of applicable taxes as per Govt. regulations
10. Lowest price will not be the sole criteria, company profile, ranking and rating will also be considered. Preference will be given to at least AA rating companies.