

Letter of invitation to Tender***Health and accident insurance services for the staff of RIT Kosovo (A.U.K) and their families*****Reference Number:** RITKOSOVOHR01/2022**1. Contract description**

RIT Kosovo (A.U.K.) invites interested parties to provide support on health insurance services.

- Insurance type: Health and accident insurance
- Number of employees for insurance \approx 60
- Number of family members \approx 120
- Period of insurance: 365 days (1 year)
- Insurance time: During 24 hours

2. Nature of the contract

Service contract.

3. Schedule of events

- Request for Proposal Issued - September 14, 2022
- Submission Deadline Date – September 28, 2022, at 15:00

4. Conflicts/Appearance of Conflict

All proposers shall disclose in their Proposals under separate heading, all actual, potential or apparent conflict(s) as well as any current or past relationship and or dealings between their firm and RIT Kosovo (AUK) or its employees without limitation.

5. Eligibility and evaluation criteria

Invited companies/organizations should be registered in the Republic of Kosovo.

Price	90%
Previous experience with the vendor	10%

RIT Kosovo (AUK) reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous arrangements for RIT Kosovo (AUK).

6. Submission of offers

- Eligibility documents

1. Full Registration Certificate
2. VAT Certificate
3. A valid proof issued by a competent judicial or administrative authority (not older than 6 months)
4. A valid proof of the tax administration that bidder has no outstanding tax debts.
5. Financial statements (audited)
6. A brief overview of your Company.

Interested vendors **MUST** provide a complete bid no later than 15:00 on Wednesday, September 28, 2022 in the RIT Kosovo (AUK) Procurement Office located in Str. Shpetim Robaj, n.n. Prishtinë 10000, Republic of Kosovo. ***Offers must be submitted on close envelope. No electronic offers will be accepted.***

7. Quotation language and currency

The language of the Quotation shall be in English and prices shall be quoted in Euro, inclusive of VAT.

8. Validity of offers

Companies/organizations are bound by their offers for 30 days after the deadline for submitting them. In exceptional cases, before the period of validity expires, RIT Kosovo (A.U.K) may ask bidders to extend the period of validity for a specific number of days, which may not exceed 30.

9. Terms of payments

The payment will be made via bank account transfer to the winner of the tender in EUR within a maximum of working days specified on the contract from the date of acceptance of goods or execution of services or works. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

10. Criteria for evaluation of the offer

Description	Limits
Amount	50,000.00€
Coverage area	RKS, AL, BiH, MK, ME, SRB, HR, SLO and TR
Hospitalization benefits (hospital expenses)	
Hospital room (semi-private)	100%
Doctor's expenses	
Expenses for the use of the operating room	
Intensive care	
Radiological examinations	
Medicaments	
Ambulance transportation	100% (max. 350€)
Transport abroad	100% (max. 350€)
Benefits in case of no hospitalization (ambulatory expenses)	
Expenses for the doctor	80.00%
Laboratory examinations	
Radiology and chemotherapy	
Daily surgery	
Medicaments	
Other benefits	
Maternity care	2,500€
Dental care	80.00% - (max. 350€ for one year)
Optical care	100.00 % - (max. 250€ for one year)
Hearing care	80.00% - (max. 250€ for one year)
Psychiatric treatment	80.00% - (max. 400€ for one year)
Physiotherapy	80.00% - (max. 150€ for one year)
Coverage in the event of an accident	
Accidental death	10,000.00€
Complete disability	15,000.00€

Questions or inquiries should be sent to procurement@auk.org .