


Invitation to tender
Procurement procedure N° EMSA/NEG/06/2015
for medical insurance for EMSA trainees

Subject & requirements	<p>Provision of medical insurance for EMSA trainees where they do not have any alternative insurance arrangements in place.</p> <p>EMSA has approximately ten-twelve trainees per year who carry out a traineeship of five months.</p> <p>EMSA invites you to submit an offer for an insurance contract in favour of trainees at EMSA which should cover the reimbursement of their medical expenses.</p> <p>The price shall be quoted per trainee on a monthly basis (premium), all-inclusive and expressed in euro.</p> <p>Further information on the EMSA traineeships scheme can be found on the EMSA website: http://www.emsa.europa.eu/recruitment-info/trainees.html</p>
Deadline to submit bid	19/02/2015 12:00 Lisbon time
Manner of submission bid	NEG062015@emsa.europa.eu
Max value contract	6,000 Euro excluding VAT
Type of contract	Framework contract
Duration contract	12 months from contract signature renewable up the three times for the same period.
Contract management responsible body	Unit A.1, in charge of Human Resources Contact person: Lucy Urbanowski
Contact	NEG062015@emsa.europa.eu
Award criteria	<p>Best price for quality (weightings)</p> <ol style="list-style-type: none"> 1. A definition of the coverage for the reimbursement of medical expenses with an indication of the services offered and, if applicable, of complementary benefits as well as any exclusions and the amount covered. The bidder shall submit a preliminary draft of the insurance policy ($W_1 = 50\%$), <p>and the price criterion and associated weighting:</p> <ol style="list-style-type: none"> 2. Price of the bid that equals the quoted price for the monthly premiums per trainee ($W_{\text{Price}} = 50\%$).
Validity of the bid until:	31/06/2015
Signature and date Cristina Romay Lopez, Head of Unit A.1 Human Resources and Internal Support	

Please consult the following documents while preparing your tender:

- *Low-Value Procurement Procedure – Tendering Conditions*
- *Tenderers checklist*
- *Statement subcontracting/joint offer*
- *LEF and BAF*

Available at: <http://www.emsa.europa.eu/work/procurement/calls.html>