



Consolato Generale d'Italia
Chongqing

INVITATION LETTER

(Negotiated Procedure without prior publication of a contract notice)

Attn: Ms. Fiona Song
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Object: Invitation to take part in the bidding procedure for the health insurance policy in favor of the Italian employees and their dependent family members of the Consulate General of Italy in Chongqing – *Bidding procedure No. 8734881 / CIG 9418417395*

The Consulate General of Italy in Chongqing, hereinafter referred to as “Client”, hereby invites the company Cigna & CMB Life Insurance Co., Ltd., hereinafter referred to as “Economic operator”, to make a bid, in order for the former to select a Contractor to entrust with the service required. The bid made by the Economic operator shall comply with all the requirements, provisions and bidding procedures provided for in this invitation letter. This invitation letter does not imply any kind of automatic acceptance of the Economic operator’s bid by the Client.

1 – Object and tender basis

- 1.1 The Consulate General of Italy in Chongqing is planning to renew the health insurance policy in favor of its Italian employees and their dependent family members. The health insurance policy validity period will be from November 24th 2022 to November 23rd 2023.
- 1.2 The health insurance policy shall include all the following essential conditions:
 - Direct billing (outpatient and inpatient services) with excellent providers in China and worldwide (excluded USA);
 - Hospitalization (accommodation, medical fees including doctor’s fees, lab exams, medical imaging, prescription drugs and dressing, surgery including outpatient surgery);
 - Non-hospitalization (general practitioner consultation, specialist consultation, medical imaging/x-ray, lab test, prescribed drugs and dressings, physiotherapy, alternative therapies, traditional Chinese treatment, accident dental);
 - Cancer treatment (inpatient and outpatient treatment);
 - Chronic conditions (acute exacerbation and maintenance);

- Psychiatric treatment (hospitalization and non-hospitalization);
- Routine check-ups (wellness and vaccinations);
- Pregnancy & Childbirth (pre and post-natal pregnancy, delivery, complications of pregnancy);
- Emergency treatments;
- Medical history disregarded;
- Possible underwriting period;
- Evacuation & Repatriation;
- Excess Deductible (Nil);
- A list of affiliated providers.

1.3 The health insurance policy shall specify the coverage's annual maximum limit and each option's limit and potential waiting period.

1.4 The relationship between the Client and the winning Economic Operator will be regulated by contract, which shall include both general and additional insurance conditions, if any, as well as all the requirements mentioned in the present invitation letter.

Art. 2 – Reference

2.1 The official in charge of the procedure is Deputy Commissioner for Administrative, Consular and Social Affairs, Mr. Giuseppe Laganà.

Art. 3 – Requirements

3.1 The Economic operator shall provide the Client with the Annex 1 filled in all of its parts, stating to meet the selection criteria and the absence of grounds of exclusion.

3.2 The Economic operator authorizes the Client to carry out checks with local authorities in order to verify the truthfulness of the statements made by the former about the required selection criteria and the absence of grounds of exclusion.

Art. 4 – Award criteria

4.1 The contract will be awarded to the lowest bid.

Art. 5 – Terms and bid submission

5.1 The packages containing the offers must be closed, sealed and bear on the outside:

- the words "DO NOT OPEN: Bid for the health insurance policy in favor of the Italian employees and their dependent family members of the Consulate General of Italy in Chongqing – *Bidding procedure No. 8734881 / CIG 9418417395*"

- the Economic operator's name, legal address and contact details.

5.2 The packages shall contain, on pain of exclusion, two envelopes, both either sealed with sealing wax or adhesive tape on the closing flaps, or closed and countersigned on the closing flaps, or closed and stamped on the closing flaps. Both the envelopes shall bear on the outside the information regarding the object of the bid, the Economic operator's name and respectively the words:

- A (Administrative documents)

- B (Economic bid)

5.3 The prompt delivery of the packages is at the exclusive risk of the Economic operator. Failing in delivering the packages within the terms of the present invitation letter will result in the exclusion of the Economic operator from the bidding procedure.

5.4 The packages containing the bids shall be delivered no later than October 12th, 2022 directly to the Client's following address: Consulate General of Italy in Chongqing,

Chongqing World Financial Center (WFC), 188 Minzu Road, Yuzhong District, Chongqing 400010, tel. (023) 63316595 – 意大利驻重庆总领事馆, 重庆市渝中区民族路188号环球金融中心 (WFC) 49楼, 400010 中国, 电话: 023-63316595;

5.5 The compliance with the bid submission deadline will be proved by the stamp of the delivered package placed on by the Client.

5.6 If the bid and/or the documents produced are signed by an attorney on behalf of the Economic operator, documentation shall be provided proving the rightful power of signing (power of attorney, corporate decision, etc.).

5.7 The bid and the attached documents shall be written in English.

5.8 Multiple, conditional or alternative bids will be excluded from the bidding procedure.

Art. 6 – Content of the envelopes

6.1 “A (Administrative documents)” Envelop

6.1.1 The “A (Administrative documents)” envelop shall contain the following documents:

- a) The Unified Requirements Document (Annex 1) stating the absence of grounds of exclusion. The document must be signed by the legal or authorized representative and accompanied by copy of a valid identification document of the signatory;
- b) The information note about the protection of natural persons with regard to the processing of personal data (Annex 2);
- c) The commitment of the Economic operator not to change the bid for 60 days starting from the bid submission deadline, and in case for further 30 days upon Client’s request.

6.1.2 In case of missing, incomplete or incorrect content regarding any of the documents listed above, the Client will grant the Economic operator a deadline not longer than 10 days, in order for the latter to submit the missing information or correct the wrong content. Once the deadline has passed without any action by the Economic operator, the latter shall be excluded from the bidding procedure. However, deficiencies such that don’t allow to identify the content or the responsible person cannot be remedied.

6.2 “B (Economic bid)” Envelop

6.2.1 The “B (Economic bid)” envelop shall contain the Economic operator’s best bid.

6.2.2 The number of the employees and their dependent family members that shall be covered in a group policy is:

Sex	Date of birth (YYYY-MM-DD)	Status
M	1980-12-28	Employee
F	1980-09-08	Dependat
M	2007-06-12	Dependat
M	2008-08-12	Dependat
F	2010-04-08	Dependat
M	2012-08-16	Dependat
F	2014-04-15	Dependat
F	2015-11-09	Dependat
M	2018-04-27	Dependat
F	2022-05-24	Dependat
M	1979-01-05	Employee
F	1986-10-29	Employee
F	1987-06-16	Employee
F	1989-03-28	Employee
M	1992-09-04	Employee

6.2.3 The offer must contain the name of the Economic operator and be signed by the legal/ authorized representative or the attorney with copy of a valid identification document of the signatory.

Art. 7 – Opening and evaluation of the offers

7.1 The packages will be opened by the official in charge of the procedure on October 13th 2022 at 10.00 a.m. in public session at the Client's office.

7.2 Only tenders' representatives are allowed to be present during the opening of the packages.

Art. 8 – Clarification

8.1 Any further information or clarification shall be promptly requested to the Client at least seven days before the bid submission deadline at the following email address: chongqing.segreteria@esteri.it.

8.2 The Client will answer at least four days before the bid submission deadline by sending each Economic operator invited to the bidding procedure an email containing all the questions asked and the related answers.

Art. 9 – Protection of personal data

9.1 The Client guarantees to protect all personal data provided by the Economic operator under the Italian legislation on the protection of natural persons with regard to the processing of personal data, of which the Client provides an information note in Annex 2.

9.2 Signing the information note the Economic operator authorizes the Client to process the Economic operator's personal data, including carrying out checks as referred to in art. 3.2.

Art. 10 – Applicable law

10.1 The procedure for selecting the Contractor is governed by the Italian law.

10.2 According to A.N.A.C Resolution No. 830 of December 21st 2021 (art. 1, para. 2), all Economic operators taking part in the bidding procedure are exempted from paying the financial contribution to the Italian Anticorruption Authority (A.N.A.C.).

September 26th, 2022



The Consul General Guido Bilancini

Guido Bilancini