

**Name of Work: Medical Insurance for WSSP Staff FY 2021
MINUTES FOR PRE-BID MEETING**

Date:	22-12-2020	Time:	03:30 Pm
Venue:	Conference Room WSSP	Chair:	Manager Procurement

Other participants were;

1. AM Admin
2. AM HR
3. AM Procurement

The Pre-bid meeting was started with recitation from the Holy Quran.

The chair welcomed all the participants and briefly explained the bidding process for the appointment of Insurance Company in order to Cover Medical Insurance of all WSSP Employees as per Coverage mentioned in RFP documents.

Following points were discussed among the participants.

1. The RFP Mentions total No. of Individuals as 549 where the list of Individuals provided by WSSP mention no of Individuals as 548. The detail of One Missing Individual is as under.
“One dependent is Newborn Baby of Age less than One (01) Year; therefore, the bidders may quote the rates accordingly”.
2. The Option # 1, of BOQ in RFP document, **“Employees Detail” Plan -D** is missing, the detail of Plan-D is as under.

Plan D (S1) salary of more than 25000/-	34	200,000	5,000	200,000	200,000	65,000	120,000
---	-----------	---------	-------	---------	---------	--------	---------

3. It was clarified on the quarries of M/s Pakistan Takaful that **Option- II “Family Wise”** limits includes Maternity Benefits, as per details mentioned in Option # 1 above.
4. The Participants was inquiring about the Claim History. However as per Management decision the claim history could not be shared with participating bidders for health competition.
5. The Successful bidder should ensure the provision of Android App for the Medical Claim Processing Services to WSSP employees.
6. WSSP will pay advance Premium at the beginning of each quarter after accessing the Performance of the Insurance Company in respect of Health Services provided, Claim settlements etc. etc.
7. All the participating bidders were informed that the Evidence with the evaluation criteria is must without evidence / support documents the marks shall be assigned.
8. The participating bidders were also informed clear and loudly that the successful bidder will be required to provide Performance Guarantees upto 10% of the total quoted price for the period of One Year in shape of Bank Guarantee. Which will be released after satisfactory completion of the Health Insurance Contract.

The meeting was ended with vote for thanks from Chair to all participants.

Manager Procurement.