

REQUEST FOR PROPOSAL

I. CONTEXT

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action. Expertise France's mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:

- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is to select a reputable health insurance provider to deliver comprehensive health insurance coverage — including both inpatient (IPD) and outpatient (OPD) services — for all Expertise France employees and their dependents. as defined in the Terms of Reference attached to the consultation file.

MAIN FEATURES OF THE DRAFT CONTRACT

Nature of the prizes	unit price.
Runtime	12 months
Maximum amount of the financial envelope	not specified
Place of performance of the contract	Expertise France Lebanon office, Beirut.
Currency of payment	\$ USD

III. PROCEDURE'S SCHEDULE

	DATE*	TIME
fDeadline for submitting tenders	30/11/2025	17:00 (Paris Time)
Completion date for evaluating technical offers	30/12/2025	N/A
Notification of award	15/01/2026	N/A

REQUEST FOR PROPOSAL

Contract signature	20/01/2026	N/A
Start date	01/02/2026	N/A

***Provisional date**

IV. PROCUREMENT PROCEDURE

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the “adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above-mentioned Code”

V. CONTENT OF THE TENDER DOSSIER

The tender dossier is composed by the following documents :

- The current request for proposal (DAJ_M001ENG) ;
- Technical specifications / terms of reference (version 15/10/2025) ;
- Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ_F043ENG) and the identification sheet of a third party (DAF_F013ENG) ;
- GDRP compliance verification form

VI. PRESENTATION OF TENDERS

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in English.

In support of their offer, candidates must submit a file consisting of the following documents:

- Copy of the company registration
- Copy of the company VAT registration
- Copy of the board members declaration
- Copies of the board members IDs
- The expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party ;
- Financial and technical offer

The documents requested above are mandatory. If they are missing, the tender submitted will not be compliant and will therefore be rejected.

The period of validity of the tenders submitted is fixed at 90 calendar days from the deadline for submission of tenders.

VII. TRANSMISSION MODALITY OF TENDERS

All the required documents must be sent before the date the deadlines indicated in Article III. PROCEDURE'S SCHEDULE.

To access the market consultation area or to submit their tenders, tenderers must log on to the State

Purchasing Platform at the following address: <https://www.marches-publics.gouv.fr>

In the " Recherche d'une procédure restreinte " section at the bottom of the page, they will have to fill in the requested fields with the following information:

- **Public entity: State operators**
- **Purchasing entity: OPERATORS / EF - EXPERTISE FRANCE**
- **Reference : 201x-x-xx**
- **Access code:**

Submission by electronic means is mandatory. Any other form of submission will be rejected.

The procedure for submitting bids is detailed on the website www.marches-publics.gouv.fr.

Tenderers will find a downloadable "user's guide" which specifies the conditions of use of the State purchasing platform, in particular the technical requirements and electronic certificates.

If they so wish, applicants may contact 09 72 37 01 30 every working day from 9.00 am to 7.00 pm to receive technical assistance in carrying out these operations.

In case of allotment, each lot must be submitted electronically. However, it is possible to make a single electronic submission for several lots, provided that the identification of the lots to which a response is made is possible and unambiguous.

The costs of accessing the network and using the electronic signature are to be borne by each candidate.

Tenderers are invited to test their workstation configuration and respond to a test consultation, to ensure that the IT environment is working properly.

Tenderers' attention is drawn to the fact that they must at least have Internet browsing software. The provision of an electronic signature tool is not mandatory.

In order to make up the offer, the tenderer must send files in the following computer formats: PDF, RTF, ZIP, Microsoft Office suite, LibreOffice or Open Office. Any computer file in a different format will be declared null and void.

ATTENTION!

Any file constituting the tender must be free of any computer virus and must be treated beforehand by the tenderer with a regularly updated anti-virus software. The same applies to any other file exchanged in the context of this public procurement procedure.

The contracting authority may securely archive any file containing a computer virus. It will then be deemed never to have been received.

NB: Tenderers' attention is drawn to the time required for the delivery of bulky electronic documents. The average download time may vary depending on various parameters such as the technical capacity of the equipment, the type of Internet connection, the traffic on the network, etc.

As the date and time of the end of delivery is decisive for the submission of a paperless response, bidders are advised to build in some flexibility into their paperless response process.

REQUEST FOR PROPOSAL

Even if its tender in this public procurement procedure has been transmitted electronically, the tenderer undertakes, in particular if its tender is accepted, to accept the conforming re-materialisation in paper form of all the constituent documents of contractual value. In this connection, they also undertake to ensure that the natural person who signs them electronically signs them by hand without making any changes to them and returns them to the contracting authorities in that form. Finally, he undertakes to accept notification of them, in accordance with the usual procedures in force, in paper form].

[All the required documents must be submitted before the deadline indicated in article III. PROCEDURE'S SCHEDULE, by electronic means only, to the address mentioned at the article IX. FURTHER INFORMATION.

Submission by electronic means is mandatory. Any other form of submission will be rejected]

VIII. SELECTION PROCEDURE

Expertise France will first check the eligibility of the applications and their ability to provide the service. Finally, it will evaluate the offers according to the following criteria:

		Marks
<u>Administrative and Technical Proposal</u>		
01	Availability of Web Portal/online access/App for health insurance clients	10
02	No. of Panel Hospitals in Lebanon	10
03	Company Profile and Last 3 Years Client lists	05
04	Administration Registration, Tax Certificate	05
<u>Financial Proposal</u>		
1.	Health Insurance (OPD, IPD, PM & DV)	75
	Total	100

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

IX. SELECTION PROCEDURE

If a candidate wishes to have additional information on technical or administrative points of the file, he may submit his questions on the Plateforme des Achats de l'Etat (PLACE) before the deadline for submission of tenders.

X. PROCESSING OF PERSONAL DATA

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative :

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by its Managing Director,

Operational controller :

The Information Systems Department represented by its Director

Contact details of the Data Protection Officer:

informatique.libertes@expertisefrance.fr

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

- The processing is necessary to comply with a legal obligation to which Expertise France is subject;
- The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

The purposes of the processing operation(s) are :

- The management and monitoring of this procurement procedure;
- Management and monitoring of the concluded public contract.

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

XI. REMEDIES AND TIME LIMITS

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.