**Meeting minutes:**

**Subject:** UNRWA GMIP pre-bid on 10 June 2020 (video conference).

**Participants:** Insurance companies
- Allianz - Jeremy
- Global – Tahseen Hmoud, Eman Ghazal, Rana Shunnar, Nabeel Abbasi
- National Insurance Company – Sawsan, Hamad Sileiman
- Palestine Insurance Company – Mohammad Obeid, Zeid Jeetan

**UNRWA participant:**
- PLD-Francesco Cornaro
- Rula Rayan
- Aseel Al-Ashhab
- HR- Syndicta Nkrumah
- Isabelle chillot

1. Brief introduction by HR on the scope of the contract.
2. Procurement reminder on the key timelines for the tender
   a. Revised deadline for Bidders to send questions to be extended to the 17 June.
   b. Revised deadline for UNRWA to send the answers to all participants to the pre-bid meeting and those who sent the Acknowledgment letter by the 24 June 2020.
   c. Deadline for submission 6 July,
3. Procurement reminded the participants of the following:
   a. Send the Acknowledgement letter as indicated in the instructions to bidders.
   b. Mandatory requirement to be registered in UNGM.
   c. Tender submission methodology in two separate emails to the dedicated email address wb-pld-tender@unrwa.org
      i. separate email with the Technical Offer, including the bid bond and all mandatory requirements in Annex F.
      ii. separate email with the Commercial Officer
4. Open floor for questions:

<table>
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<tr>
<th>#</th>
<th>Company representative</th>
<th>Questions</th>
<th>UNRWA Answers</th>
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<tbody>
<tr>
<td>1</td>
<td>Jeremy – Allianz</td>
<td>Request confirmation of receiving Allianz questions by email. The questions relate to Statistics, Loss Ratio, Claim summery and line by line details for the last 3 years. Allianz will check with their technical team where they sent</td>
<td>No email was received at the dedicated email address indicated to send questions indicated in the solicitation document. Reminder to all of the email to use for questions: <a href="mailto:FPLO-WB@UNRWA.ORG">FPLO-WB@UNRWA.ORG</a></td>
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<tr>
<td></td>
<td>Name</td>
<td>Question</td>
<td>Response</td>
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<td>2.</td>
<td>Mohamed Ebaid</td>
<td>Is it possible to change part of the coverage?</td>
<td>Yes, it is a Request for Proposal (RFP), UNRWA however has indicated the coverage they are aiming to offer and will evaluate the received technical offer according to the Technical criteria indicated in the solicitation document. Annex F and H.</td>
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<td>3.</td>
<td>Jeremy – Allianz</td>
<td>Can UNRWA change the General Condition of Contract (GCC); Annex B.</td>
<td>Not possible within the timeframe of the tender period. The GCC are set centrally at UN level and any change or review requires extensive work and approvals by the UN Legal System.</td>
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<td>4.</td>
<td>Tahseen – Global</td>
<td>Noted that in the SLA Annex K the article 14, 17, 24 and 32 are missing. ToR Annex E, need UNRWA to clarify the contradiction between what stated on page 37 and Annex K page 59 related to the coverage of hospitalization in first class rooms.</td>
<td>UNRWA will revert on both questions by the 24 June.</td>
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<td>5.</td>
<td>Mohamed Ebaid</td>
<td>Can UNRWA extend the deadline to send questions.</td>
<td>YES, based on the fact that Allianz indicated that they send question but UNRWA did not receive them and other Bidders may have the need to ask further clarifications, UNRWA agreed to extend the deadline to receive questions to the 17th June. The answers will be send to all that send the Acknowledgement letter and participants to the pre-bid meeting by the 24th June 2020.</td>
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<td>6.</td>
<td>Tahseen – GlobeMed</td>
<td>Is the deadline for bids submission extended?</td>
<td>No the deadline to submit the tender remains the same. The deadline for bids submission is 6 July 2020.</td>
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<td>7.</td>
<td>Eman – GlobeMed</td>
<td>Can UNRWA agree to a paperless form of sharing the booklets to all subscribers instead of printing the booklet.</td>
<td>UNRWA welcomed the request and will find a paperless solution with the awarded contractor.</td>
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</table>
Thank you all,
Francesco Cornaro