

Beirut Office for Cyprus, Lebanon and Syria

Beirut, October 21, 2025  
Prot 0118165/25

**C.di.C. : 4HD1**  
**CO.GE. : 672402004**  
**CO.AN. : S25-26W00000**  
**CIG : B8BA57329D**

**Medical Insurance Policy for the Employees of the Italian Trade Commission (ICE/ITA)  
- Trade Promotion Section of the Italian Embassy, Beirut Office from December 2025  
to December 2026**

Dear Sirs,

The Italian Trade Commission ICE/ITA requests a quotation for a **Medical Insurance individual contract** for 1 (one) year, from December 2025 to December 2026, including but not limited to the following coverage:

**1. In Hospital:**

- Class A
- No annual financial limitation
- With Guarantee of Renewal (GR) & confirmation before contract signature for all employees (seen and approved)

**2. Ambulatory plan:**

- Emergency services 100%
- Unlimited per insured per year
- Specify the deductible percentage (maximum if applicable)
- Written continuous proven GR before contract signature for all employees (seen and approved)

**3. Prescription drugs:**

- Unlimited per insured per year on regular prescriptions (by providing via email to [beirut@ice.it](mailto:beirut@ice.it) the complete list of all pharmacies included in the network).



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**4. Doctor visit plan:** (Minimum ceiling \$100)

- Unlimited number of visits per year per insured or 100% coverage,
- Noting that billing costs for medical visits have increased (doubled since 2025)
- With no exclusions and limitations in any case
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**Additional requirements:**

- Physiotherapy included (number of sessions provided & covered)
- All types of Insurance policies (including COVID), full details of scope of benefits, and geographical area coverage for ITA travelers on mission (cost per day/insured/mission)
- Personal accident coverage for policy holder: minimum \$15.000 and maximum ceiling amount and/or rate
- Ambulance assistance service
- International medical assistance and list of hospitals & labs (included or excluded) with limitations clearly stated
- Other services or benefits not listed above, if any.

**Employees to be covered:**

Name	Year of birth
Employee 1	27/11/1976
Employee 2	12/08/1975
Employee 3	08/09/1972
Employee 4	14/06/1963

**Payment Terms:**

- Please indicate also the banking payment terms and applicable conditions.
- Payment will be settled after contract signature, invoice approval from ITA Agency Beirut, insurance card distribution, and GR confirmation for all ITA employees at the Italian Embassy.
- ITA Beirut will transfer the billed amount, and bank transfer fees will be shared.
- Pricing and payments preferably in Euro or USD.
- Bill or debit note should be sent preferably in Euro or USD prior to renewal date, along with the new insurance cards.



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**Supplier Registration:**

To be eligible for consideration, suppliers must be registered in the ITA Suppliers Register.

Registration conditions: <https://www.ice.it/en/markets/lebanon/work-us>

Register link: <https://ice.traspare.com/suppliers>

If already registered, the following declaration should be included in your quotation:

“**---Company Name---**” declares to be in the Italian Trade Agency's register of suppliers and is not subject to any clause included in the grounds for exclusion”.

**Deadline for submission of offers:**

**27 October 2025 at 12:00 pm local time**

**Please submit your offer in a sealed closed envelope either by hand delivery or by registered post, clearly marked with the tender reference to the following address:**

**ATTN: Dottoressa Marina Scognamiglio**  
**Italian Trade Agency**  
**Trade Promotion Section of the Italian Embassy**  
**Presidential Palace Street**  
**Baabda 2902 2633 Lebanon**  
**T +961 5 959640**

Thank you for your cooperation,

Yours truly,

Marina Scognamiglio  
Trade Commissioner