



INVITATION FOR PRE-QUALIFICATION

ZALAF Oil & Gas Exploration, Production, and Refining Company announces the tender below to contract with a medical insurance company to manage medical coverage for its users around the world except for the United States and Canada by concluding a new agreement with an insurance company and herein inviting specialized companies that see themselves as capable, efficient, necessary resources, financial and human capacity to carry out the said works. to submit to the company a file including all the required documents and conditions, for evaluation of the pre-qualification against which the appropriate and eligible companies will be selected and invited to participate in the following tender: -

Tender No.HR-184-2025

SUBJECT: Provision of Health Insurance Services (Local and Abroad)

LOCATION: Sabha Headquarters, Tripoli office branch.

The description of the work includes but is not limited to:

- Providing medical networks to provide health coverage services.
- Dealing with all medical cases with complete confidentiality.
- Providing us with declared expense reports of the covered medical cases on time.
- Allocating more than one phone number for customer service work 24/7.

Conditions and requirements for participation in the pre-qualification stage:

Companies wishing to apply for prequalification for the tender mentioned above must meet all the conditions and submit the information and documents referred to below **by filling out the attached questionnaire, signed, and stamped by the participating company**, in addition to signing and stamping the declaration and attaching it with the company's documents. Note that any lack of the required information will result in the exclusion of the applicant:

First: Local companies and joint companies:

- Sending an official letter issued by the legal representative of the company to the Chairman of the Pre-Qualification Committee indicating the company's willingness to participate in the pre-qualification stage, including the approval of the conditions attached/ included in this announcement, and the company's official e-mail statement, telephone number, headquarters ... etc.
- The applicant at the pre-qualification stage must attach this announcement signed and stamped by the participating company's stamp when submitting the documents along with the attached questionnaire and all the required documents.

ختم الشركة

التوقيع

اسم المخول بتقديم المستندات



- Articles of Association (original copy).
- Memorandum of Association / or Memorandum of Association (original copy).
- All amendments to the articles of association and the memorandum of association (original copy).
- Trade/ business license (permission to work) commercial or industrial activity (original copy)
- Commercial Registration (original copy)
- Chamber of Commerce registration certificate (original copy)
- Proof of tax payment certificate addressed to Zallaf Libya Company for the purpose of pre-qualification (original)
- Any licenses, approvals, or other certificates issued by the competent authorities and required by the legislation in force.
- Financial position of the company for the past three (3) years approved by an external financial auditor with the budgets for these years.
- List of projects and works similar to the required field of work that have been implemented, the list should include the following data (project name, owner, location, date of commencement of work, total contract value, date of completion, with illustrative images attached, note that no data or information will be considered unless it is issued by an official letter from the project owner stating the completion or that the project is being implemented.
- The organizational structure of the company and the experience of employees (CVs).
- The company must have at least 5 years regarding the scope of work.
- If the participating company submits a joint file with a foreign company (not registered in Libya), an official agreement signed and approved by the legal representatives of both parties must be submitted indicating the solidarity of the two companies in the implementation of the project, as well as the role of each party in the implementation, as being approved by the official authorities in the country in which the headquarters of the foreign company is located (not registered inside Libya) and certified by the Libyan embassy or consulate in that country.

Second: Branches of foreign companies:

- Sending an official letter issued by the legal representative of the company to the Chairman of the Pre-Qualification Committee indicating the company's willingness to participate in the pre-qualification stage, including the approval of the conditions attached/ included in this announcement, and the company's official e-mail statement, telephone number, headquarters ... etc.
- The applicant at the pre-qualification stage must attach this announcement signed and stamped by the participating company's stamp when submitting the documents with the attached questionnaire and all the required documents.
- Resolutions of the Minister of Economy regarding the authorization to open the company's branch in Libya.
- Trade license / Business License (work permission), the commercial or industrial activity of the company's branch (original copy)

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التوقيع

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- Commercial Registration (original copy)
- Chamber of Commerce registration certificate (original copy)
- Proof of tax payment certificate addressed to Zallaf Libya Company for pre-qualification (original)
- Any other licenses, approvals, or certificates required by the legislation in force.
- The financial position of the company for the past three (3) years approved by an external financial auditor with the budgets for these years.
- Identification documents of the company (company Profile), documents, and certificates indicating experience in the field of work to be implemented.
- List of projects and works similar to the required field of work that have been implemented and are being implemented, provided that the list includes the following data (project name, owner, location, start date of work, total contract value, date of completion or expected date of completion for the ongoing works, with illustrative pictures, Note: No data or information will be considered unless it is issued by an official letter from the project owner stating the completion or that the project is being implemented.
- The organizational structure of the company and the experience of employees (CVs).
- The company must have at least 5 years regarding the scope of work.
- If the participating company submits a joint file with a foreign company (not registered in Libya), an official agreement signed and approved by the legal representatives of both parties must be submitted indicating the solidarity of the two companies in the implementation of the project, as well as the role of each party in the implementation, in addition to being approved by the official authorities in the country in which the headquarters of the foreign company is located (not registered inside Libya) and certified by the Libyan embassy or consulate in that country.

Third: Foreign companies:

- Sending an official letter issued by the legal representative of the company to the Chairman of the Pre-Qualification Committee indicating the company's willingness to participate in the pre-qualification stage, **including the approval of the conditions attached/ included in this announcement, and the company's official e-mail statement, telephone number, headquarters ... etc.**
- The applicant at the pre-qualification stage must attach this announcement signed and stamped by the participating company's stamp when submitting the documents along with the attached questionnaire and all the required documents.
- An official letter from the foreign company (not registered in Libya) indicating whether at ready to register in Libya or not.

ختم الشركة

التوقيع

اسم المخول بتقديم المستندات



- The commercial license to practice, the commercial activity or its equivalent in the country Where the headquarters is located, translated into Arabic by the legal authorities authorized to do so in the foreign country.
- The commercial register or alternative, translated into Arabic approved by the legal authorities to do so in the foreign country.
- A certificate proving the registration of the Chamber of Commerce or its equivalent, and a translation into Arabic by the legal authorities to do so in the foreign country.
- Proof that the foreign company pays taxes issued by the official authorities in the country where the headquarters is located, translated into Arabic by the legal authorities to do so in the foreign company.
- The organizational structure of the company and the experience of employees (CVs).
- The Memorandum of Association and the Articles of Association or alternatives, translated into Arabic by the legal authorities authorized to do so in the foreign country.
- The financial position of the company for the past three (3) years is approved by an external financial auditor with the budgets for these years, and a translator into Arabic from the legal authorities authorized to do so in the foreign country.
- Identification documents of the company (profile), documents, and certificates indicating experience in the field of work to be implemented.
- List of projects and works similar to the required field of work that **have been implemented and are being implemented**, provided that the list includes the following data (project name, owner, location, start date of work, total contract value, date of completion or expected date of completion for the ongoing works, with illustrative pictures, **Note: No data or information will be considered unless it is issued by an official letter from the project owner stating the completion or that the project is being implemented.**
- Any licenses, approvals, or other certificates issued by the competent authorities in the country of origin.
- The company must have at least 5 years regarding the scope of work.
- **All the above-mentioned documents must be certified by the competent authorities in the country in which the company's headquarters is located, as well as certified by the Libyan embassy located in the foreign country, and any file that does not meet this condition will not be considered.**

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التوقيع

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Important Notes:

- All required documents must be current and valid.
- The non-conformity of the company's activity and purposes with the required field of work will lead to the exclusion of the company directly.
- Zallaf Libya has the right to request any additional documents or clarifications from the participant in the pre-qualification stage.
- All the files must be submitted electronically, provided that the electronic copies (PDF) are sent in classified files (technical, legal, financial, health, safety, security, and environment).
- If any deficiency in the documents referred to or they are invalid or incorrect will lead to the exclusion of the participating company.
- This invitation is not considered participation in the said tender and does not represent any obligation on Zallaf Libya to invite these companies to participate in the final bid or to include these companies in the final list.
- The invitation to participate in the tender and the issuance of tender brochures will be only for qualified companies that will be selected according to pre-qualification.
- The company will only deal with persons officially authorized by the applicant companies to participate in the pre-qualification phase.
- The company submits to participate in the tender its agreement to all the conditions contained in the announcement and to abide by and abide by them.
- The participant in the pre-qualification stage is solely responsible for all expenses incurred during the submission of documents and presentations.

All documents and requirements must be sent via email to pqc@zallaf.com, except for the legal file and (original) certificate of proof of tax payment must be delivered in person to the PQC Rapporteur at Zallaf Company Premises.

Deadline for submitting the required documents: March 18, 2025.

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التوقيع

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Questionnaire form

Important note: please fill in the required data and attach all the required documents and documents included in the announcement of the pre-qualification stage. Please note that contractors will not be considered or qualified if the required information below is not provided correctly and completely.

Provision of Health Insurance Services	Project subject
Sabha Headquarters, Tripoli office branch	The project Location
HR-184-2025	Tender number
	Name of the company (contractor)

Administrative data:

	Company Name
	Company nationality
	Date of establishment
	Activities
	Company capital (in letter)
	Name of the legal representative of the company

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التوقيع

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	Website
	E-mail
	The company's headquarters
	Company branch headquarters
	Mob /Tel
	Name of the authorized person to register
	E-mail

Financial data:

	The financial value of the company's property (assets)
	The estimated value of the projects being implemented by the contractor

Similar projects implemented by the bidder:

فترة التنفيذ Implementation period	انتهاء التنفيذ The end of the implementation	تاريخ التعاقد Date of contract	قيمة العمل Contract value	نوع العمل Job description	الجهة Name of the client

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Signature of the legally authorized person of the company	
Name and job title	
Company address	
Signature and company seal	

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