

**Section 0 - Notice of Request for Information and Prices  
(ADRP)**

**Notice of Request for Information and Prices (ADRP)**

Name of Contracting Authority: Caisse Autonome de Gestion de la Dette  
(CAGD)

DRP Reference: S\_DCH\_110248

Notice n°: .0.0.1./2025/S\_DCH\_110248/CAGD/DG/PRMP/SP-PRMP  
of 14.....05...12025

Subject: Group health insurance for staff of the Caisse Autonome de  
Gestion de la Dette.

1. This Notice of Request for Information and Prices (ADRP) follows the Caisse Autonome de Gestion de la Dette's Public Procurement Plan published on the public procurement web portal on May 5, 2025
2. The Autonomous Debt Management Fund (CAGD) has obtained funds from the state budget as part of the execution of its budget. A portion of these funds is intended to make payments under the contract relating to "group health insurance for CAGD staff" in accordance with the conditions set out in Decree No. 2020-286 of May 27, 2020, establishing the framework for subscribing to health insurance policies for the benefit of staff of state structures.
3. The Autonomous Debt Management Fund (CAGD) is soliciting sealed bids from candidates who meet the qualifications required to provide group health insurance coverage for all its staff and their families. These services are to be delivered to CAGD within ten (10) days.
4. The qualification requirements are:

a. For former companies

Technical requirements and experience

READY TO LAUNCH

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- Be an insurance company regularly established in Benin, as justified by the Trade Register or the statutes;
- Have satisfactorily executed, over the past five (05) years (2020-2024) and the current year, two (02) contracts relating to group health insurance coverage, including at least one (01) on behalf of a public structure or any other legal entity under private law with a minimum workforce of two hundred and fifty (250) people, justified by certificates of successful completion of execution accompanied by registered contracts (cover page, signature page and pages bearing the amount in single copies) or acceptance reports accompanied by registered contracts (cover page, signature page and pages bearing the amount in single copies), signed by the contracting authorities or their representatives (public administration, state or mixed companies or offices, representations or international organizations in Benin);

Financial Requirement

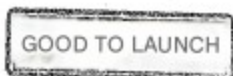
- Have liquid assets in the form of equity or a line of credit equal to 30% of the bid amount, supported by a certificate from a bank or any other financial institution authorized in the Republic of Benin, with the exception of microfinance institutions;

b. For start-up businesses and those that have not yet been in existence for three years

Technical requirements and experience

- Be an insurance company regularly established in Benin, supported by the Trade Register or the articles of association;
- Provide proof of valid professional risk insurance, accompanied by the table of guarantees and deductibles, with professional civil liability covering at least 80% of the bid amount;
- Provide a list of qualifications and professional references for their management staff, consisting of two (02) insurance professionals: including at least one (01) senior insurance technician (BAC +3), and one insurance administrator (BAC +5). Applicants must each have at least ten (10) years of experience specifically in the field of group health insurance and must prove that they have managed at least two (02) group health insurance contracts. The candidate must provide dated and signed resumes (in 2024), certified copies of the required diplomas, as well as certificates of employment in the insurance field of the proposed technical management staff, indicating the references of the contracts they have completed.

Financial Requirement



Group health insurance for the staff of the Autonomous Debt Management Fund (CAGD)

Have liquid assets in the form of equity or a line of credit equal to 30% of the offer amount, supported by a certificate from a bank or any other financial institution authorized in the Republic of Benin, with the exception of microfinance institutions.

See the Request for Information and Prices document for detailed information.

5. The insurance coverage period is one year, but the cards must be made available within a maximum of ten (10) calendar days after notification of the contract.
6. Participation in this request for information and prices, as defined in Law No. 2020-26 of September 29, 2020, relating to the Public Procurement Code in the Republic of Benin, concerns all eligible candidates who meet the conditions defined in this Request for Information and Prices document and who are not subject to the provisions of Articles 61 and 121 of said law
7. Interested candidates may obtain information from the Permanent Secretariat of the Person Responsible for Public Procurement of the CAGD located on the 3rd floor of the DIBOUSSE building, 360 Boulevard de la Marina, email: esther.tchaou@cagd.bj; gilchrist.gnacadja@cagd.bj from 8:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 5:30 p.m., local time (GMT +1) and review the request for information documents
8. Interested candidates may obtain the complete Request for Information and Prices file free of charge starting May 14, 2025. The electronic version of the Request for Information and Prices file in PDF format will be immediately provided to interested candidates upon presentation to the Permanent Secretariat for Public Procurement on the 3rd floor of the DIBOUSSE building, 360 Boulevard de la Marina. This file may be obtained electronically by email, upon presentation of a key or CD, provided that the candidate completes the file withdrawal form.  
  
This withdrawal is evidenced by a discharge form drawn up according to a template made available by the Public Procurement Regulatory Authority
9. Tenders are written in French and must be submitted in two (02) physical copies, namely one (01) original and one (01) copy, as well as one (01) scanned electronic version of the tender on a USB key in PDF format, all in a single envelope to the following address: Permanent Secretariat of the Person Responsible for Public Procurement of the CAGD located on the 3rd floor of the DIBOUSSE building, 360 Boulevard de la Marina, next to the International Center for

**Conferences no later than May 28, 2025, at 9:00**

a.m. Failure to submit the offer in accordance with the terms and conditions provided above will result in disqualification. Offers that do not arrive by the time and date indicated above will be rejected and returned unopened, at the expense of the bidders concerned.

10. Offers (physical and electronic versions) will be opened in the presence of candidates or their representatives who wish to be present at the opening of the bids, at the following address: Conference Room of the Autonomous Debt Management Fund (CAGD) located on the 4th floor of the DIBOUSSE building, 360 Boulevard de la Marina, on May 28, 2025, at 9:30 a.m.
11. Offers must include a bid security in the amount of five hundred and seventy (570,000) FCFA  
For micro, small, and medium-sized enterprises, the bid guarantee may take the form of a simple letter of guarantee declaration following the model provided in the DRP forms.
12. Bids will be valid for a period of thirty (30) calendar days from the bid submission deadline indicated above.

Cotonou .....

The Person responsible for public procurement,



Gilchrist Y. C. Gnacadja

