



Ambasciata d'Italia
Ottawa

NOTICE OF CALL FOR PROPOSALS

CALL FOR PROPOSALS BY HEALTH INSURANCE PROVIDERS FOR A HEALTH INSURANCE COVERAGE AGREEMENT OF THE DURATION OF FIVE YEARS FOR PUBLIC SERVICE EMPLOYEES AND THEIR DEPENDENTS IN CANADA ON BEHALF OF THE ITALIAN MINISTRY OF HEALTH

The Embassy of Italy in Ottawa issues a call for proposals for health insurance companies interested in providing health insurance for Italian public service employees and their dependents in Canada.

The final contract with the insurance company shall provide health care coverage for more than 200 people distributed across the entire Canada's territory according to a plan for reimbursement of costs incurred for health care services (Administrative Services Only (ASO) arrangement).

The healthcare benefits (including medical services and drugs) guaranteed by the agreement are set by the Italian Ministry of Health according to current Italian Law, as described by the summary attached (Annex 1).

The insurance company shall bear the costs of the healthcare benefits included in the agreement, and it shall be subsequently reimbursed upon presentation of the relevant billing documents by the Embassy of Italy through the public funds provided by the Ministry of Health.

In addition to the abovementioned healthcare costs, the designated insurance company shall receive from the Ministry of Health, through the Embassy of Italy, the payment of administrative fees related to the management of healthcare coverage.

The maximum amount of rate for these administrative fees will be indicated in the invitation letter sent by the Embassy of Italy to the insurance companies participating to the Bid. Accordingly, companies are required to submit a downward bid, indicating the maximum administrative costs they intend to charge and that will be the same for the entire length of the contract (5 years).

1. Duration

The abovementioned agreement will be signed for a duration of five years starting on May 1, 2026 by the Italian Embassy in Ottawa on behalf of the Italian Ministry of Health.

2. Recipients

This call for proposals is addressed to health insurance companies that possess the necessary entitlements to operate in Canada and the requirements, experience, professionalism, and technical and economic capacity requested for the conclusion of the final contract.

3. Purpose

This call for proposals is intended to verify the insurance companies' potential interest to enter in the agreement. At this stage, statements of interest submitted with the requested data shall in no way be binding for the Italian Administration. Health care companies that submit at this stage their statements of interest will not gain any preferential placement position in the following decision-making process of the Embassy.

4. Guarantees accompanying the statements of interest

4.a) As a guarantee of sound business practices in the field of health care, interested companies shall include the following documentation together with their statements of interest:

- Membership in professional organizations based on the company's expertise and qualifications, together with the authorization issued by the competent Canada authorities to operate on the entire Canada's territory;
- three years of sound business practice in the health insurance industry in Canada;
- Financial statements and business plan showing evidence of sound financial and economic capacity.

4.b) In addition, interested companies shall review and sign the attached declarations (Annex 1), stating, among other things, that:

- the insurance company has not been declared insolvent by a court ruling and that it does not have pending legal proceedings;
- absence of convictions for offences concerning professional conduct or financial crimes;
- the company has fulfilled its duties with regards to payment of taxes, dues, and/or any other mandatory payments, in accordance with current legislation in the country of residence.

5. Use of the Statement of Interest

The statements of interest may offer inputs for the following drafting of the final agreement and may be subject to further analysis by the Italian Ministry of Foreign affairs and international cooperation and the Italian Ministry of Health respectively, as appropriate.

6. How to Submit a Statement of Interest

Due to urgency reasons, the statement of interest, together with the abovementioned documents (point 4.a) and the required declarations outlined in point 4.b), including Annexe 1 duly completed and signed, must be received **in an envelope**, sealed and countersigned on the closing flaps, by courier or other means, **no later than 2:00 pm on February, 6 2026** at the following address: Embassy of Italy- Administration Office, 275 Slater Street, 21st Floor- Ottawa, ON, K1P 5H9. On the envelope, please indicate: **“Call for proposals for a health insurance agreement”**.

The statement of interest, together with the abovementioned documents, **has to be also anticipated by email** to the following email address: Ottawa.admin@esteri.it

7. Possible Questions

For any questions, please write to: Ottawa.admin@esteri.it.

Ottawa, 27th January 2026

Alessia D'AMICO
Alessia D'AMICO
The Head of Administration

