



**MINISTRY OF DEFENSE
AERONAUTICAL COMMAND
BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON D.C.**

BASIC PROJECT 003/ADM/2021

Legal Support: Prepared according to the guidelines contained in Art. 123 of the Brazilian Federal Law nº 8.666/1993.

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1. PREAMBLE

1.1. The objective of this Basic Project is to present the set of necessary and sufficient elements, with the necessary degree of precision, to approach the contracting of a specialized company for the services of coverage of Health Insurance, with Preferred Provider Organization (PPO), in a co-payment basis, providing national medical, ophthalmic and dental coverage, for a contractual period of 12 months, with the possibility of extension up to a total of 60 months.

1.2. Definitions:

1.2.1. In order to facilitate the understanding of the terminology and simplify the text composition, the following abbreviations and expressions have been adapted, followed by their definitions below:

1.2.1.1. BROKER'S REGISTRATION LETTER (CRC) - Letter issued by the CONTRACTING PARTY to allow the INSURANCE BROKER to represent and manage the policyholder's insurance policy. The broker may receive copies of all communications to the policyholder and may receive all quotes, policies and notices on behalf of the policyholder. They can also obtain and evaluate quotes and insurance policies and recommend changes to existing policies.

1.2.1.2. COMAER - Brazilian Aeronautical Command;

1.2.1.3. COMREC - Commission for Receiving Goods and Services;

1.2.1.4. CONTRACTED PARTY - the natural person or legal entity hired to perform the services, represented or not by an INSURANCE BROKER;

1.2.1.5. CONTRACTING PARTY - Brazilian Aeronautical Commission in Washington, DC (BACW);

1.2.1.6. ICA - Aeronautical Command Instruction;

1.2.1.7. INSURANCE POLICY - Comprehensive document that provides coverage, amounts, rates, terms and conditions for the performance of health insurance services.

1.2.1.8. OM - Military Organization;

1.2.1.9. CONTRACT FISCAL - the individual or commission - representing the CONTRACTING PARTY before the CONTRACTED PARTY, appointed to systematically monitor compliance with the contractual terms and complementary orders issued by the Government, in all its aspects;

1.2.1.10. PAG - Administrative Process Management;

1.2.1.11. INSURANCE POLICY HOLDER - CONTRACTING PARTY;

1.2.1.12. INSURANCE BROKER - An insurance provider (also called an insurance agent or broker) is an individual licensed by a State's Division or Department of Insurance to sell insurance in that State;

1.2.1.13. DEPENDENT - defined as direct members of the military's family (wife or husband and children up to 24 years old).



1.2.1.14. RECEIPT TERM - Document issued by COMREC that certifies and accepts the services provided described in the invoice.

1.2.1.15. USER - Eligible participant enrolled in the group coverage object of this BASIC PROJECT.

2. OBJECTIVE

2.1. The contracting of a company specialized in Health Insurance coverage services, with Preferred Provider Organization (PPO), on a co-payment basis, providing national medical, vision and dental coverage, for a contractual period of 12 months, with the possibility of extensions up to a total of 60 months, seeking to satisfy the needs of COMAER, according to the following groups:

CATEGORIES	QTY
Employee	15
Employee + Spouse	29
Employee + Children	4
Employee + Family	79
TOTAL:	127

CATEGORIES	QTY
Green Card Holders (civilians)	31
USA Citizens (civilians)	22
Visas A2/A1 (military / civilians)	73
G4	1
TOTAL:	127

CATEGORIES	QTY
Civilians	60
Military	67
TOTAL:	127

2.2. The estimates detailed in this BASIC PROJECT do not imply any obligations by the Contracting Party in terms of estimated demand for this contract.

3. SERVICE SPECIFICATION

3.1. The health insurance services shall fulfill at least the minimum requirements indicated below:



PLAN FEATURES	Outside the U.S.	Preferred Benefits (In-Network)	Non-Preferred Benefits(Out-of-Network)
Individual deductible	None	None	\$1,000 per calendar year
Family Deductible	None	None	\$3,000 per calendar year
Individual Payment Limit	None	None	\$10,000 per calendar year
Family Payment Limit	None	None	\$30,000 per calendar year
Coinsurance	None		
Inpatient Per Confinement Deductible	None	\$100.00	\$250.00
Lifetime Maximum	Unlimited		
HOSPITAL SERVICES			
Inpatient	100%	100% after US\$ 100 inpatient per confinement copay	70% after deductible and \$250 inpatient per confinement deductible
Outpatient	100%	100%	70% after deductible
Private Room Limit	Institution's semiprivate rate		
Pre-certification Penalty	No Penalty	No Penalty	\$400.00
Non-Emergency Use of the Emergency Room	100%	50%	50% after deductible
Emergency Room	100%	100% after \$50 copay	100% after \$50 deductible
Urgent Care	100%	100%	70% after deductible
PHYSICIAN SERVICES			
PCP Office Visit	100%	100% after \$15 copay	70% after deductible
Specialist Office Visit	100%	100% after \$15 copay	70% after deductible
Allergy Testing and Treatment	100%	100% after \$15 copay	70% after deductible
Allergy Serum and Allergy Injection	100%	100%	70% after deductible

HEALTH INSURANCE RESOURCES	Outside the USA	Preferential (Covered by the Insurance)	Non-Preferential (Not Covered by the Insurance)
MENTAL HEALTH SERVICES			
Mental Health Inpatient Coverage	100%	100% after \$100 inpatient per confinement deductible	70% after deductible of \$250 inpatient per confinement deductible
Mental Health Outpatient Coverage	100%	100% after \$15 copay	70% after deductible
ALCOHOL / DRUG ABUSE SERVICES			
Substance Abuse Inpatient Coverage	100%	100% after \$100 inpatient per confinement copay	70% after deductible and \$250 inpatient per confinement deductible
Substance Abuse Outpatient Coverage	100%	100% after \$15 copay	70% after deductible
OTHER SERVICES			
Skilled Nursing Facility (100 days per year)	100%	100% after \$100 inpatient per confinement copay	70% after deductible and \$250 inpatient per confinement deductible
Hospice Care Facility Inpatient	100%	100% after \$100 inpatient per confinement copay	70% after deductible and \$250 inpatient per confinement deductible
Hospice Care Facility Outpatient	100%	100%	70% after deductible
Home Health Care	100%	100%	70% after deductible
Private Duty Nursing	100%	100%	70% after deductible
Spinal Disorder Treatment	100%	100% after \$15 copay	70% after deductible
Short Term Rehabilitation	100%	100% after \$15 copay	70% after deductible



Durable Medical Equipment	100%	100%	70% after deductible
Prosthesis	100%	100%	70% after deductible
Diagnostic Outpatient Y-Ray	100%	100%	70% after deductible
Diagnostic Outpatient Lab	100%	100%	70% after deductible
Base Infertility Services	100%	100%	70% after deductible
Payment for Non-Preferred Providers*	Not Applicable	Not Applicable	Professional: 105% of Medicare Medicare Facility: 140% of Medicare
PREVENTIVE BENEFITS			
Routine Children Physical Exams	100%	100% after %15 copay	70% after deductible
Routine Adult Physical Exams	100%	100% after %15 copay	70% after deductible
Routine Gynecological Exams	100%	100% after %15 copay	70% after deductible
Mammograms	100%	100% after %15 copay	70% after deductible
Prostate Specific Antigen (PSA)	100%	100% after %15 copay	70% after deductible
Digital Rectal Exam (DRE)	100%	100% after %15 copay	70% after deductible
Cancer Screening	100%	100% after %15 copay	70% after deductible
Routine Hearing Exams	100%	100% after %15 copay	70% after deductible
Hearing Aids	100%	100%	70% after deductible
VISION SERVICES			
Routine Eye Exam	100%	100% after \$15 copay	70% after deductible
Vision Care Supplies	100% up to \$250 maximum reimbursement	100% up to \$250 maximum reimbursement	100% up to \$250 maximum reimbursement
PRESCRIPTION DRUG COVERAGE			
Generic Drugs	100%	100% after \$10 copay per month supply at Retail. 100% after \$20 copay per 90 days supply for Mail Order Drugs.	70% after deductible
Formulary Brand Name Drugs	100%	100% after \$20 copay per month supply. 100% after \$40 copay per 90 day supply for Mail Order Drugs.	70% after deductible
Non-Formulary Brand Name Drugs	100%	100% after \$40 copay per month supply. 100% after \$80 copay per 90 day supply for Mail Order Drugs.	70% after deductible
Self-Injectable	100%	80%	50% after deductible
DENTAL SERVICES			
Individual Deductible	\$25 per calendar year	\$25 per calendar year	\$75 per calendar year
Family Deductible	\$75 per calendar year	\$75 per calendar year	\$225 per calendar year
Type A Expense	100% - not subject to deductible	100% - not subject to deductible	100% - not subject to deductible
Type B Expense	90% after deductible	90% after deductible	80% after deductible
Type C Expense	60% after deductible	60% after deductible	50% after deductible
Calendar Year Maximum	\$2,000	\$2,000	\$2,000
Orthodontic Treatment	50%	50%	50%
Orthodontic Lifetime Maximum	\$1,000	\$1,000	\$1,000

3.2. Eligible Participants - Eligible participants are the military and their resident dependents for an ordnance period exceeding 1 (one) year and / or BACW and the Brazilian Attaché's civil servants in the United States.

3.2.1. Local assistants are eligible as detailed below:



3.2.1.1. BACW's full-time employees (local assistants), as well as their dependents (spouses and children under the age of 26);

3.2.1.2. Adidância's (Attaché Office) full-time employees, as well as their dependents (spouses and children under the age of 26);

3.2.2. Military personnel are eligible according to the authorization of the Brazilian Attaché Office in the United States, in consultation with SARAM.

3.3. Dependent Coverage - Expenses incurred by eligible dependents of a registered military or Local Assistant are covered by this Basic Project.

3.5.1. Child is defined as the employee's natural child, adopted child or stepson. An eligible child will be covered from birth (if applicable) up to the limits set out below:

3.5.1.1. Military dependents: 21 years old or 24 years old if attending college.

3.5.1.2. Dependent on local assistant: 26 years old.

3.4. COBRA - Based on United States Public Law 99-272, April 7, 1985, "Consolidated Omnibus Budget Reconciliation Act - COBRA", BACW must offer civilian employees, upon termination or non-renewal of their employment contract, and provided that you have not been dismissed for serious reasons, the continuation of health insurance coverage for 18 (eighteen) months, from the date your employment ceases. For this purpose, the worker must, after the termination or non-renewal of the Contract, present a Declaration in which he recognizes the Consolidated Omnibus Budget Reconciliation Act - COBRA), and notifies his intention to choose or not to continue. health plan, as well as recognizing the costs for which you will be responsible if you choose to continue coverage.

3.5. Eligibility - Each civilian and military employee currently eligible is enrolled for the health benefits described in this Basic Project after award and thereafter during the term of the contract. Each new eligible employee will be enrolled upon request made by the CONTRACTING PARTY.

3.6. Registration - The registration process for current and new employees must be carried out by the authorized contact point of the CONTRACTING PARTY or by the personnel of the CONTRACTING PARTY if in accordance with company policy and by written request from the authorized contact point of the CONTRACTING PARTY.

3.7. Effective Date - The effective date of coverage will start on the first day of the month following the award. For the purposes of this Basic Project, the effective date will be June 1st, 2021.

3.8. Brochure Requirements - The CONTRACTOR must provide a document (brochure / pamphlet / other **written or digital document**) in English or Portuguese that establishes a complete list of the health insurance benefits to be provided under this BASIC PROJECT. The Contractor shall provide all documents to the



CONTRACT SUPERVISOR (CONTRACTING PARTY), who will ensure proper distribution. The CONTRACTOR shall provide the document described to the CONTRACT FISCAL no later than 15 days after the date of execution of the contract. The CONTRACTOR shall provide the documents to the new employees within fifteen (15) days after the request of the CONTRACT MONITOR.

3.8.1. The CONTRACTED PARTY assumes full responsibility for ensuring that the document described accurately reflects the requirements of the contract. In all cases, the contract will take precedence. If the CONTRACT FISCAL finds that the documents contain inaccuracies, the CONTRACTED PARTY will be notified in writing; however, the lack of notification by the Government of any inaccuracies will not limit, review or in any way affect the requirement under this BASIC PROJECT that the CONTRACTED PARTY fully comply with all terms of the contract.

3.9. INSURANCE BROKER - For the purposes of this BASIC PROJECT, an insurance broker must represent only one insurance company when submitting a bid for the bidding process.

3.9.1. The insurance broker must provide the appropriate documentation issued by the insurance company that authorizes it to do business on your behalf.

3.9.2. The bidding process will be awarded to an insurance company, or to an insurance company represented by a broker.

3.9.3. An INSURANCE BROKER represents the insurance company; therefore, at the CONTRACTING PARTY's sole discretion, it may be replaced in the following cases, including but not limited to:

3.9.3.1. Non-compliance with the CONTRACT clauses, specifications, projects and deadlines;

3.9.3.2. Inappropriate compliance with the CONTRACT clauses, specifications, projects and deadlines;

3.9.3.3. Slowness in its fulfillment that may lead the CONTRACTING PARTY to consider it impossible to complete the services within the established deadlines;

3.9.3.4. Unjustifiable delay in starting the service;

3.9.3.5. Suspension in service, without cause, and without prior notice to the CONTRACTING PARTY;

3.9.3.6. Failure to comply with the orders of the designated authority to monitor and control the performance of the services, or of higher authorities;

3.9.3.7. Making mistakes repeatedly in the provision of services;

3.9.3.8. Bankruptcy;

3.9.3.9. Dissolution of the company or death of the CONTRACTOR;

3.9.3.10. Corporate change or alteration of the CONTRACTOR's objective or business that prevents the performance of the CONTRACT; and



3.9.3.11. Reasons of public interest (Brazil) of great importance, widely disclosed, justified and ordered by a superior executive authority with jurisdiction over the CONTRACTING PARTY, based on an administrative case referred to in the CONTRACT.

3.9.4. If the CONTRACTING PARTY, at its own discretion, decides to change the INSURANCE BROKER, the CONTRACTED PARTY will be notified.

3.9.5. The changes made by the INSURANCE BROKER should not reflect changes in the INSURANCE POLICY or penalties to the CONTRACTING PARTY.

3.9.6. The CONTRACTING PARTY has the right to revoke the BROKER'S REGISTRATION LETTER at its own discretion, as well as the right to issue said letter to another INSURANCE BROKER, if it is advantageous for the Administration and approved by the head of BACW.

4. JUSTIFICATION

4.1. First, it must be considered that the mission of BACW, according to its Internal Regulation, is: to centralize, within its operational area, logistical activities and services related to the administration of contracts, with support from abroad, as well as other functions that may be attributed to it, in the interest of the Brazilian Aeronautical Command (COMAER).

4.2. The Brazilian Federal law No. 9,784, of January 29, 1999, which regulates Administrative Processes within the scope of the Federal Public Administration, prescribes, in art. 6, Section IV, that the administrative procedure must contain the purchase request supported by the explanation of the facts and grounds.

4.3. Based on its nature, the object of this Basic Project is of continuous service kind, as established in Section II, Article 57, of the Brazilian Federal Law No. 8.666 / 93, since the services are executed successively without interruption, being those in which the execution takes time, and the interruption would cause damage to the Brazilian Federal Administration.

4.4. The Brazilian Decree No. 2,299, of August 13, 1997, article 18, stipulates that employees hired from Brazilian Air Force Organizations abroad must have Health Insurance contracted by the employer, in the case the local governments do not provide it.

4.5. Thus, in relation to the military, Decree No. 92.512 / 1986, establishes rules and conditions for medical and hospital services for military personnel and their dependents, on missions outside Brazilian territory.

4.6. On the other hand, the American Federal Law 11-148 (Affordable Care Act - Obama Care) establishes that the institutions must provide health insurance for their employees.

4.7. Finally, the State Department Notice of April 4, 2020, states that Foreign Government Organizations must ensure that their employees have adequate health insurance coverage during their contract or mission in the United States. The aforementioned warning, further reinforces, that it is up to the countries of origin to ensure



that all members of their missions have sufficient financial resources to maintain the appropriate health plan, and to pay for other medical needs while in the United States.

4.8. Thus, the execution of a bidding process, aiming at the execution of an administrative contract at the service of the demand presented, will bring the security of having health insurance coverage in accordance with local legislation, as well as rationalizing the efficiency and effectiveness in the management of public funds.

5. CONTRACTUAL EXECUTION REGIME

5.1. Purchases resulting from this Basic Project must be contracted in installments based on the Lowest Global Price criterion.

5.2. The future CONTRACT and INSURANCE POLICY may undergo quantitative increases or decreases in estimated demand. However, such increases cannot exceed 25% of the initial contractual demand, in accordance with the Brazilian Federal Law No. 8,666/1993.

5.3. The amounts to be contracted are estimates, and consequently do not imply any obligation on the part of the CONTRACTING PARTY.

6. PRICE PROPOSAL

6.1. In the Bidding Process, bidders will be required to submit their proposals in a sealed envelope type.

6.2. The award will be made to the proposal with the lowest response for all groups combined after the qualification phase.

6.3. The applicant must present the lowest global price for all health insurance coverage for the military, local assistants and their dependents.

6.3.1. After the contract is awarded, the CONTRACTED PARTY will be provided with a complete census with detailed information on dependents for registration purposes.

6.4. The tenderer must provide the unit prices in US dollars as follows:

Type	Employee Level Only			
	Medical	Vision	Dental	Total
U.S. Citizens/ Green-Card Holders	\$ -	\$ -	\$ -	\$ -
A2/A1 Visa Holders	\$ -	\$ -	\$ -	\$ -

Type	Employees and Spouses Level Only			
	Medical	Vision	Dental	Total
U.S. Citizens/ Green-Card Holders	\$ -	\$ -	\$ -	\$ -
A2/A1 Visa Holders	\$ -	\$ -	\$ -	\$ -



Type	Employees and Children Level Only			
	Medical	Vision	Dental	Total
U.S. Citizens/ Green-Card Holders	\$ -	\$ -	\$ -	\$ -
A2/A1 Visa Holders	\$ -	\$ -	\$ -	\$ -
Type	Family Level Only			
	Medical	Vision	Dental	Total
U.S. Citizens/ Green-Card Holders	\$ -	\$ -	\$ -	\$ -
A2/A1 Visa Holders	\$ -	\$ -	\$ -	\$ -

6.1. In order to reach its GLOBAL PRICE, the bidder must consider the updated census below, starting from March 2021.

POSITION	GENDE R	DOB	AGE	TYPE OF PLAN NEEDED	NATIONALITY STATUS
CIVILIAN	F	2/8/1971	50	Employee + Child	US CITIZEN
CIVILIAN	F	1/25/1962	59	Family	US CITIZEN
CIVILIAN	F	5/9/1989	32	Employee Only	GREEN CARD
CIVILIAN	M	9/11/1966	54	Employee + Spouse	US CITIZEN
CIVILIAN	M	8/3/1963	57	Employee + Child	GREEN CARD
CIVILIAN	M	1/16/1962	59	Employee Only	GREEN CARD
CIVILIAN	F	3/4/1964	57	Family	GREEN CARD
CIVILIAN	M	12/21/1959	61	Family	GREEN CARD
CIVILIAN	F	10/7/1983	37	Employee + Spouse	GREEN CARD
CIVILIAN	F	5/10/1993	28	Employee + Spouse	GREEN CARD
CIVILIAN	F	6/7/1987	34	Family	GREEN CARD
CIVILIAN	M	12/23/1954	66	Employee + Spouse	GREEN CARD
CIVILIAN	F	5/18/1990	31	Employee + Spouse	GREEN CARD
CIVILIAN	F	4/16/1989	32	Employee + Spouse	GREEN CARD
CIVILIAN	F	5/5/1989	32	Employee Only	GREEN CARD
CIVILIAN	F	12/4/1986	34	Employee Only	GREEN CARD
CIVILIAN	F	2/19/1947	74	Employee Only	US CITIZEN
CIVILIAN	F	10/9/1969	51	Family	US CITIZEN
CIVILIAN	F	6/22/1974	47	Family	US CITIZEN
CIVILIAN	F	8/9/1985	35	Family	US CITIZEN
CIVILIAN	M	6/28/1988	32	Employee Only	GREEN CARD
CIVILIAN	M	3/24/1960	61	Family	GREEN CARD
CIVILIAN	M	2/18/1977	44	Employee Only	US CITIZEN



CIVILIAN	F	2/17/1986	35	Family	GREEN CARD
CIVILIAN	F	10/29/1989	31	Family	GREEN CARD
CIVILIAN	M	8/20/1986	34	Family	US CITIZEN
CIVILIAN	F	8/26/1964	56	Employee + Spouse	GREEN CARD
CIVILIAN	F	3/27/1962	59	Employee + Spouse	US CITIZEN
CIVILIAN	F	8/14/1984	36	Family	GREEN CARD
CIVILIAN	F	3/31/1964	57	Employee + Spouse	GREEN CARD
CIVILIAN	F	5/1/1950	71	Employee + Spouse	GREEN CARD
CIVILIAN	M	8/19/1970	50	Family	GREEN CARD
CIVILIAN	M	6/16/1963	58	Employee + Spouse	GREEN CARD
CIVILIAN	M	8/27/1958	62	Family	GREEN CARD
CIVILIAN	M	6/10/1964	57	Employee + Spouse	US CITIZEN
CIVILIAN	F	4/21/1971	50	Employee + Child	GREEN CARD
CIVILIAN	F	9/21/1966	54	Employee + Spouse	GREEN CARD
CIVILIAN	F	2/22/1986	35	Family	US CITIZEN
CIVILIAN	M	5/24/1985	36	Family	GREEN CARD
CIVILIAN	M	3/17/1959	62	Family	US CITIZEN
CIVILIAN	F	11/12/1975	45	Family	US CITIZEN
CIVILIAN	F	11/27/1961	59	Employee + Spouse	GREEN CARD
CIVILIAN	F	9/8/1965	55	Employee + Spouse	US CITIZEN
CIVILIAN	M	5/8/1971	50	Family	GREEN CARD
CIVILIAN	M	8/19/1959	61	Employee + Child	A2 VISA
CIVILIAN	M	1/29/1974	47	Family	A2 VISA
CIVILIAN	M	1/7/1960	61	Employee + Spouse	A2 VISA
CIVILIAN	M	6/30/1944	77	Employee Only	A2 VISA
CIVILIAN	F	9/27/1961	59	Employee Only	A2 VISA
CIVILIAN	M	8/22/1979	41	Family	A2 VISA
CIVILIAN	M	5/24/1944	77	Employee Only	US CITIZEN
CIVILIAN	M	12/19/1951	69	Employee + Spouse	US CITIZEN
CIVILIAN	M	10/31/1977	43	Family	US CITIZEN
CIVILIAN	M	9/20/1955	65	Employee + Spouse	GREEN CARD
CIVILIAN	M	3/10/1950	71	Employee + Spouse	GREEN CARD
CIVILIAN	F	1/3/1967	54	Employee + Spouse	G4
CIVILIAN	F	7/1/1976	45	Family	US CITIZEN
CIVILIAN	M	12/10/1972	49	Family	US CITIZEN



CIVILIAN	F	2/20/1961	60	Employee Only	US CITIZEN
CIVILIAN	M	10/17/1961	60	Employee Only	US CITIZEN
MILITARY	M	2/23/1984	37	Family	A2 VISA
MILITARY	M	11/28/1980	41	Family	A2 VISA
MILITARY	M	5/4/1983	38	Family	A2 VISA
MILITARY	M	2/24/1989	32	Family	A2 VISA
MILITARY	M	12/29/1977	44	Family	A2 VISA
MILITARY	M	1/17/1971	50	Employee + Spouse	A2 VISA
MILITARY	M	11/28/1971	50	Family	A2 VISA
MILITARY	M	3/9/1979	42	Family	A2 VISA
MILITARY	M	11/13/1971	50	Family	A2 VISA
MILITARY	M	6/10/1970	51	Family	A2 VISA
MILITARY	M	7/6/1971	50	Employee Only	A2 VISA
MILITARY	M	10/5/1971	50	Family	A2 VISA
MILITARY	M	10/2/1973	48	Family	A2 VISA
MILITARY	M	4/20/1970	51	Family	A2 VISA
MILITARY	M	3/23/1972	49	Family	A2 VISA
MILITARY	M	2/12/1973	48	Family	A2 VISA
MILITARY	M	9/12/1975	46	Employee + Spouse	A2 VISA
MILITARY	M	12/13/1972	49	Family	A2 VISA
MILITARY	M	2/13/1968	53	Family	A2 VISA
MILITARY	M	6/23/1973	48	Family	A2 VISA
MILITARY	F	1/25/1979	42	Family	A2 VISA
MILITARY	F	7/24/1969	52	Family	A2 VISA
MILITARY	M	9/26/1980	41	Employee + Spouse	A2 VISA
MILITARY	M	12/8/1979	42	Family	A2 VISA
MILITARY	M	1/25/1977	44	Family	A2 VISA
MILITARY	M	12/16/1971	50	Family	A1 VISA
MILITARY	M	7/6/1986	35	Family	A2 VISA
MILITARY	M	4/2/1976	45	Family	A2 VISA
MILITARY	M	10/29/1967	54	Family	A2 VISA
MILITARY	M	11/2/1973	48	Family	A2 VISA
MILITARY	F	7/9/1977	44	Family	A2 VISA
MILITARY	M	10/2/1980	41	Employee + Spouse	A2 VISA
MILITARY	M	1/28/1974	47	Family	A2 VISA



MILITARY	M	1/7/1971	50	Family	A2 VISA
MILITARY	M	12/5/1971	50	Family	A2 VISA
MILITARY	M	9/9/1971	50	Family	A2 VISA
MILITARY	M	4/23/1969	52	Employee + Spouse	A2 VISA
MILITARY	M	7/19/1972	49	Family	A2 VISA
MILITARY	M	7/19/1983	38	Family	A2 VISA
MILITARY	M	10/10/1980	41	Family	A2 VISA
MILITARY	M	3/13/1969	52	Employee Only	A2 VISA
MILITARY	M	8/24/1990	31	Family	A2 VISA
MILITARY	M	6/29/1969	52	Family	A2 VISA
MILITARY	M	3/10/1968	53	Family	A2 VISA
MILITARY	M	6/12/1981	40	Family	A2 VISA
MILITARY	F	9/13/1984	37	Employee + Spouse	A2 VISA
MILITARY	M	1/29/1970	51	Family	A2 VISA
MILITARY	M	4/10/1979	42	Family	A2 VISA
MILITARY	M	4/22/1976	45	Family	A2 VISA
MILITARY	M	6/22/1981	40	Employee + Spouse	A2 VISA
MILITARY	M	10/8/1981	40	Family	A2 VISA
MILITARY	M	3/31/1973	48	Family	A2 VISA
MILITARY	M	3/2/1980	41	Family	A2 VISA
MILITARY	M	1/22/1986	35	Family	A2 VISA
MILITARY	M	12/25/1972	49	Family	A2 VISA
MILITARY	M	7/2/1969	52	Employee Only	A2 VISA
MILITARY	M	8/6/1980	41	Family	A2 VISA
MILITARY	M	9/11/1980	41	Family	A2 VISA
MILITARY	M	10/29/1973	48	Family	A2 VISA
MILITARY	M	2/28/1973	48	Family	A2 VISA
MILITARY	M	3/28/1960	61	Employee + Spouse	A2 VISA
MILITARY	M	10/20/1972	49	Family	A2 VISA
MILITARY	F	11/11/1982	39	Family	A2 VISA
MILITARY	M	9/18/1981	40	Family	A2 VISA
MILITARY	M	5/2/1973	48	Family	A2 VISA
MILITARY	M	12/4/1973	48	Family	A2 VISA
MILITARY	M	11/20/1969	52	Employee + Spouse	A2 VISA



6.2. The bidders must deliver their Price Proposals according to the PRICE PROPOSAL template, as published as one of the annexes that are part of the Invitation for Bid document.

7. PRICE ADJUSTMENT

7.1. After the first 12 (twelve) months of execution of the contract, in case of renewal for another 12 (twelve) months, an adjustment to the INSURANCE POLICY that reflects the CONTRACT amount may be applied, to reestablish the financial relationship initially agreed between the parties in the signature of the contract, thus ensuring adequate compensation for services, if, and only if, the increase in entry costs associated with the Object of the Proposal is evidenced by sufficient documentation assessed by the CONTRACT MONITOR and accepted by the BACW's Commanding Officer.

7.2. When requesting the price adjustment, after a period of 12 (twelve) months, the CONTRACTOR must provide evidence and prove on the cost variation, through cost analysis and appropriate spreadsheets individually for each operation service with supporting documents.

7.3. The deadline to request a price adjustment is in line with the contract's expiration date.

7.4. If the contract period has been extended, the new price adjustment can only be considered after the new twelve (12) month course.

7.5. The inclusion of unforeseen benefits not foreseen in the initial proposal in the bidding process is prohibited, except when they become required by the terms of the law.

7.6. The CONTRACTING PARTY may take steps to ensure the variation in costs proposed by the CONTRACTED PARTY.

8. TERMS

8.1. Term of Validity:

8.1.1. This project details the performance of the services for 12 months from the date the CONTRACT and the INSURANCE POLICY were executed, in accordance with the requirements of this Administration.

8.1.2. The validity can be extended for additional equal periods of 12 months, in the interest of the Administration, up to the global limit of 60 months.

8.2. Execution Term:

8.2.1. The period of execution of the CONTRACT and the INSURANCE POLICY will be 12 months, starting on the date the contract enters into force. For the purposes of this Basic Project, the effective date will be June 1st, 2021.

8.3. Acceptance Term:



8.3.1. The services performed must be accepted by the Administration through a duly qualified Commission, designated by COMREC through a Receipt of Acceptance.

8.3.2. The services provided must be accepted by the Administration through a duly qualified Commission, designated by COMREC, in accordance with the Receipt Term specified in the Invitation for the Bidding Process.

8.4. Payment Processing Period:

8.4.1. The period for the payment processing will be up to 30 (thirty) calendar days, starting from the date the Acceptance Term is issued by the COMREC.

9. PAYMENT

9.1. The payment term will be thirty (30) calendar days from the date of issue of the receipt by the Receipt Commission.

9.2. All payments related to the INSURANCE POLICY must be made directly to the insurance company.

9.3. No commission or fee will be paid to the INSURANCE BROKER directly by the CONTRACTING PARTY, since the commission or fees are negotiated commercially and agreed between the INSURANCE BROKER and the insurance company, if applicable.

9.4. An invoice will be issued by the CONTRACTOR, in accordance with the following procedures:

9.4.1. Payment will only be made after "approval" by the competent employee of the Invoice provided by the CONTRACTOR.

9.4.2. The "approval" of the invoice depends on the verification of the conformity of the Invoice presented by the CONTRACTOR with the services that were actually provided;

9.4.3. In case of any error in the presentation of any of the documents required in the previous sub-items or in a situation that prevents the payment of fees, the payment will remain pending until the CONTRACTOR takes measures to remedy the situation. In this case, the payment term will take effect after verification that the situation has been resolved, without any costs to the CONTRACTING PARTY.

9.5. Payment will be made through a bank credit order, deposit in bank account, at the bank branch or agency indicated by the CONTRACTED PARTY, or through any other means provided for in the legislation in force.

9.6. The payment date will be considered the date on which the bank payment order is actually issued.

9.7. The CONTRACTING PARTY will not be responsible for any expenses that may be made by the CONTRACTED PARTY that have not been agreed in the CONTRACT and in the INSURANCE POLICY.

9.8. The CONTRACTOR shall invoice for groups separately, according to the same POLICY.



9.8.1. The full address, contact of the person responsible for the Administrative Department, and any other relevant billing information will be informed to the CONTRACTOR after the execution of the contract.

10. CONTRACT MONITOR

10.1. The CONTRACT MONITOR must be an agent or agents of the Brazilian Federal Administration, specifically appointed by the Federal Administration, in accordance with the precepts established by the Brazilian Federal Law No. 8.666/1993, the ICA No. 65-8/2009, and the ICA No. 12-23/2014, in order to control and supervise the fulfillment of the contract to be executed.

10.2. The control of contractual compliance consists of verifying the conformity of the services and the allocation of the necessary resources, thus ensuring the perfect application of the adjustment, and must be carried out by the CONTRACT SUPERVISOR.

10.3. The CONTRACTING PARTY representative must have the necessary experience to inspect and supervise the performance of the services.

10.4. The verification of proper contractual compliance must be carried out based on the criteria established in this BASIC PROJECT and in accordance with the contractual terms.

10.5. Contractual performance must be controlled and inspected through supervisory instruments, including the control of compliance with the obligations arising from this CONTRACT.

10.6. The CONTRACT MONITOR must make notes of all events related to the execution of the CONTRACT, taking the necessary measures for the full compliance with the contractual clauses.

10.7. The control of contractual compliance carried out by the CONTRACTING PARTY does not eliminate the CONTRACTOR's liability, also before third parties, due to any irregularity.

10.8. For the purposes of this CONTRACT, events will be considered unpredictable or caused by force majeure if they fall within the legal description provided for in the sole paragraph of article 393 of the Brazilian Civil Code, or under the terms of line II, §1, Art. 57 of the Brazilian Federal Law No. 8,666/93.

11. OBLIGATIONS

11.1. Contracting Party Obligations:

11.1.1. To provide all conditions that allow the CONTRACTOR to perform the services described here in accordance with the terms of the contract.

11.1.2. To require compliance with all obligations assumed by the CONTRACTOR, in accordance with the contractual terms, the terms of the proposal and the terms of the policy;



11.1.3. To monitor contractual performance, through an agent specifically appointed by the Administration, recording any flaws detected, showing the day, month and year, as well as the names of any person who may be involved, sharing such observations with the competent authority for any applicable measures;

11.1.4. To notify the CONTRACTED PARTY, in writing, of any possible imperfections that occurred during the execution of the contract, determining a timeline for its correction;

11.1.5. To pay the CONTRACTOR the amount resulting from the services provided, in accordance with the contractual terms, and the policy;

11.1.6. To carefully ensure that - through the execution of the contract - all the conditions of eligibility and qualification - required at the time of signing the contract - are maintained, in a manner compatible with the obligations assumed by the CONTRACTED PARTY.

11.1.7. To inform the USER about his obligations and contractual conditions under which the services will be performed.

11.2. Contracted Party Obligations:

11.2.1. To execute the services in accordance with this BASIC PROJECT, and with the CONTRACTOR's proposal, with the necessary means for the fulfillment of the contractual terms;

11.2.2. To assume civil liability for moral and material damages caused to the Brazilian Nation by the actions or omissions of its employees, workers, agents or representatives;

11.2.3. To assume responsibility for all related work and tax obligations related to the Contract Subject;

11.2.4. To maintain during the performance of the contract, in a manner compatible with the obligations assumed, all the eligibility requirements required in the Bidding;

11.2.5. To cover any burden associated with a possible supervision of the amounts and values of your proposal, including with regard to variable costs that depend on future and uncertain factors;

11.2.6. To provide information and clarifications of a technical nature, showing all the necessary data and documents, when requested by the CONTRACT FISCAL; and

11.2.7. Failure to partially or fully comply with the responsibilities assumed by the CONTRACTOR will result in the application of administrative sanctions, established in the future CONTRACT, including fines, and may culminate in the termination of the contract.

11.2.8. To be responsible for all work, social, and tax obligations, as well as for any other duties or obligations provided for in specific legislation. The breach of which does not imply liability for the CONTRACTING PARTY;

11.2.9. To maintain throughout the CONTRACT term, consistency with the obligations assumed, all the conditions of eligibility, and qualification required in the bidding process;



12. ESTIMATED BUDGET

12.1. The estimated maximum global price for this request is US\$ 2,033,429.39 for 12 months of contract execution.

12.2. This estimate was based on market studies, the value of the current policy and the values of the plans contracted by the Army and Navy Commission in the United States.

13. BUDGET ALLOCATION

13.1. The expenses resulting from this contract will be paid with resources from the Brazilian Aeronautical Command Action Plan, based on the General Budget of Brazil for the fiscal year.

13.2. Description of resources: Nature of Expenditure 339039 - Services, Action 2004 (to fund the military) and Action 2000 (to fund Local Assistants). Resource received by BACW, after being made available by the General Staff Command (COMGEP).

Washington, D.C., June 1st, 2021.

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