



REQUEST FOR TENDERS

File: ADM 1/1/4
Date: 27 October, 2020
To: Interested suppliers
From: Lawrence Warner, Property Services Officer

Subject: Request for tenders: Building and contents insurance cover for SPREP and the Pacific Climate Change Centre.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from registered Insurance Companies who can offer their services to provide annual building and contents insurance cover for SPREP and the Pacific Climate Change Centre (inclusive of the perimeter fence surrounding the compound and walkways).
- 2.2. The cover will be for one (1) year with a possible one (1) year renewal.
- 2.3. The successful supplier must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct
https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested applicants must meet the following conditions and criteria:
 - i. **MUST** carry out a site inspection of the SPREP and PCCC buildings.
Please contact SPREP **Property Services Officer** to arrange a time for inspection and be provided with property valuation information.



- ii. Legally registered as an insurance provider
- iii. Proven ability/history of service in the insurance market
- iv. Provide three references relevant to this tender submission, including the most recent work completed.
- v. Complete the tender application form – Please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered.
- vi. Sign the Conflict of Interest form

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) Completed tender application form
 - (b) Financial Proposal
 - (c) Signed Conflict of Interest form
- 4.3. Tender submission must be in United State Dollars (USD).
- 4.4. The Proposal must remain valid for 90 days from date of submission.
- 4.5. Interested suppliers must insist on an acknowledgement of receipt of the proposal.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 11 November 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 13 November 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
 - i. Building and contents (inclusive of the perimeter fence surrounding the compound and walkways) sum insured under replacement value (10%)
 - ii. Building and contents (inclusive of the perimeter fence surrounding the compound and walkways) sum insured under current indemnity value (10%)
 - iii. Total annual premium for 6.1 i) and 6.1 ii) for the period January 2021– January 2023 (40%)
 - iv. Excess – provide details of terms and conditions (15%)
 - v. Scope of cover (15%)



- vi. Other claims (10%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 24 November 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Building and content insurance cover for SPREP and PCCC**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
<http://www.sprep.org/accountability/complaints>