

REQUEST FOR TENDERS

File: ADM 1/1/4
Date: 11 July, 2018
To: Interested suppliers
From: Lawrence Warner, Property Services Officer

Subject: Request for Tenders: Building and Contents Insurance Cover

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. 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 insurance cover for SPREP's buildings and contents for one (1) year with a possible one (1) year renewal.
For valuations enquires contact SPREP's Property Services Officer.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions;
 - I. Legally registered as an insurance provider
 - II. Proven ability/history of service in the insurance market

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy lawrencew@sprep.org before 23 July 2018. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 25 July 2018.

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.
- 6.1.1 Building contents sum insured under replacement value
 - 6.1.2 Building contents sum insured under current indemnity value
 - 6.1.3 Total annual premium for 6.1.1 and 6.1.2 for the period September 2018 – September 2020
 - 6.1.4 Excess
 - 6.1.5 Scope of cover
 - 6.1.6 Other claims

7. Deadline

- 7.1. **The due date for submission of the tender is 03 August 2018, 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: SPREP Building and Content Insurance Cover' to one of the following methods:

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

Email: tenders@sprep.org

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>