

**TENDER 4/2024.**

**TERMS OF REFERENCE**

**TENDER FOR INSURANCE BROKER SERVICES**

**CLOSING DATE AND TIME: 5.00pm on 24<sup>th</sup> July, 2024**

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## **SECTION A                      BACKGROUND**

The Biosecurity Authority of Fiji (“**BAF**”) was established under the Biosecurity Act 2008. It is deemed a Public Enterprise as per the Public Enterprise Act 2019.

BAF’s mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect Fiji against the entry of regulated pests and diseases affecting animals, plants, human beings and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings and the environment in the Fiji Islands;
4. to eradicate, contain or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the biosecurity requirements of the receiving countries; and
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animals and plants into, out of and within Fiji and for the facilitation of Trade.

## SECTION B

## TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
  - To provide prospective Vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
  - To ensure that a consistent level of information is obtained from each prospective Vendor; and
  - To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Tender (“**RFT**”) for the goods or services as specified for BAF. Vendors are required to respond to this RFT demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions must be clearly marked “Tender 4/2024.: **INSURANCE BROKER SERVICES**” and must be submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

The Tender Committee  
Biosecurity Authority of Fiji  
Level 3, FNPF Building Ellery  
Street  
Suva

Or emailed to [tender@baf.com.fj](mailto:tender@baf.com.fj).

4. For those bidders applying outside of Suva, you may send your sealed envelopes via any Registered Mail, to the abovementioned address. The Envelopes are to be clearly marked with the Tender Name and Number.
5. Bidders who will hand deliver their applications, are required to complete a tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
6. All proposals documents must be submitted before or on the closing date and time as indicated in the RFT document. Late proposals will not be accepted. BAF reserves the right change the closing date and any other dates that may appear in this RFP. Such changes will be advertised as they are made.
7. In the event of any problems with the delivery of the proposals, vendors should please contact Ms. Livia Vacereivalu, the Secretary to the Tender Committee on 8919734.
8. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.
9. All enquiries relating to the RFT should be submitted in writing to the Secretary to the Tender Committee or emailed [lvacereivalu@baf.com.fj](mailto:lvacereivalu@baf.com.fj) no later than 24 July, 2024.

## **SECTION C                   SCOPE/SPECIFICATIONS OF TENDER**

BAF is seeking to appoint a reputable, experienced and professional service provider as the Insurance Broker for the Authority.

### **List of Insurance Covers of which BAF would like to have:**

- ❖ Motor Vehicle
- ❖ Public Liability
- ❖ Marine Hull
- ❖ ISR Material damage
- ❖ All risk (Laptops, cameras, mobile phones and other portable electronic devices used in operations)
- ❖ Medical Risk (Health Care)
- ❖ Term Life Cover (BSP Cover preferred or better)
- ❖ Travel covers – worldwide coverage.
- ❖ Computer covers
- ❖ Employment Practices liability cover (*Request for information*)
- ❖ Directors and officers Liability

### **Duration of service**

The successful insurance broker will be contracted to provide services to the Authority for three consecutive years unless, the Authority decides that the service provider is not providing services up to the expectations of the Authority.

## **TENDER REQUIREMENTS**

### **Company Profile**

Provide a detailed company profile outlining the key management and years in operation.

### **Services**

Provide an outline of the insurance broking, placement, claims management, risk management and technical services which your firm considers to be relevant to BAF and the manner in which your firm proposes to deliver these services.

### **Service Team**

Provide details of the account servicing team that will be nominated to service the Authority.

**Professional indemnity insurance**

Bidders are to provide a copy of their signed & stamped current Professional Indemnity Insurance certificate from their Insurer, with a confirmation from the Insurer that, such Insurance will be renewed by the Insurer if the current expiry of their policies is imminent.

Please provide any pending professional indemnity claims against your company, if any.

**Expertise**

Please provide a detailed schedule of your main clients and years of experience dealing with such clients including number of covers provided which are of the same nature or capacity as BAF.

**Value Proposition**

Describe the main reasons why the Authority can be confident it will be best served by your company and why your company is better placed to deliver the services other than brokers.

Please provide an overview of the systems, procedures, and methodologies that your company utilizes to guarantee and monitor the standards and quality of its service offerings. Please provide details of the resources utilized in the control of quality.

**Marketing**

Detail marketing matrix is to be provided by all brokers tendering, clearly showing the comparison between all insurance placements with insurance companies.

**Transparency**

Brokers are to provide a detail policy by policy brokerage percentage and where possible a fee base option for quoted covers.

**Pricing and Cover**

Provide your brokerage fee per cover and other associated expenses.

If offshore placement is recommended for any class, please confirm if RBF requirements will be met and if there may be any additional costs involved. Further, also detail the advantages and disadvantages of any offshore placement from BAF's perspective.

**Referees**

Name and contact details of three (3) references who may be contacted by the Authority. Details should include:

- Name, Designation, Phone Number, and email address of contact person
- Relevance of reference to BAF.

**SECTION D****TENDER EVALUATION CRITERIA**

The following documents are compulsory and not part of the scaling system. If a bidder has not provided the following documents, they will be unable to move to the next round:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate
- Insurance if required by the TOR or Advert.
- Mandatory Insurance Broker License from RBF

The following table highlights the evaluation criteria:

	<b>DESCRIPTION</b>	<b>POINTS</b>
1.	<b>Administration</b>	10
	<ul style="list-style-type: none"><li>- Background</li><li>- Reference Letters</li><li>- Years of being in operation</li><li>- Number of clients</li></ul>	
2.	<b>Technical</b>	60
	<ul style="list-style-type: none"><li>• Ability to place coverage of BAF required Insurance Cover</li><li>• Ability to negotiate best cover in the market</li><li>• Risk Assessment – methodology, assessment, mitigating measures, recommendation</li><li>• Clear claims management system – example, response time and administrative support</li><li>• Professional indemnity requirements as per scope</li><li>• List of experience and credentials and monitor standards and quality of services</li></ul>	
3.	<b>Cost</b>	30
	<ul style="list-style-type: none"><li>- Value for money in terms of broker fees</li><li>- Administrative fees</li><li>- Other associated fees</li></ul>	
		100