

REQUEST FOR PROPOSALS

FOR

**PROVISION OF COMPREHENSIVE MOTOR VEHICLE
INSURANCE SERVICES**

Release Date: Thursday 4th June 2024

Closing Date: Thursday 19th June 2024

1.0 WORLD VISION BACKGROUND

World Vision International (WVI) is a Relief and Development Organization working to promote the well-being of children. WVI invites tenders for provision of motor vehicle Insurance Services.

World Vision International (WVI) in Somaliland invites tenders for **Provision of Comprehensive Motor Vehicle Insurance Services (WVSLD 2024)** for a period of Three (3) years from the date of engagement.

This document constitutes the formal **Request for Proposal for Provision of Comprehensive Motor Vehicle Insurance Services.**

Please read through this document carefully and provide requested information together with all supporting documents.

1.1 IMPORTANT NOTES TO SUPPLIERS

- a) The purpose of this document is to assist World Vision in the identification and evaluation of a potential service provider for Provision of Comprehensive Motor Vehicle Insurance Services.
- b) Prospective Service Providers must have experience of offering similar services to Organizations comparable to World Vision and must demonstrate the willingness and commitment to meet the requirements in this RFP.
- c) Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission. World Vision will make its best efforts to arrive at a decision within this period.
- d) Upon satisfactory completion of the evaluation process, the successful bidder shall be expected to commence the assignment after the contract agreement is signed and purchase order issued.
- e) Nothing in the Request for Proposal shall be construed to give rise to contractual obligations with World Vision.
- f) World Vision, may at its absolute discretion, suspend or defer this RFP process.

2.0 MANDATORY REQUIREMENTS

1. Submit a certified copy of certificate of Incorporation/Registration. (***Attach a copy***)
2. Submit a copy of current tax compliance certificate from the respective Regional/Government Tax Agency/Department. ***Attach current copy***

2.1 OTHER MANDATORY REQUIREMENTS

Conditions to be met by the Insurance company:

1. Submit Certificate of registration as an insurance underwriter and proof of authorization to underwrite motor insurance.
2. Attach copy of license certified by National Insurance Authority
3. A brief description of your company with an outline of your experience in providing similar services (***attach registration for the last three years 2022-2024***)
4. Provide Audited Accounts for three years 2021, 2022, and 2023.
5. Attach last six months bank statements-**Signed by the issuing Bank**
6. A list and contacts of your clients receiving similar services from your company. ***Attach at least five reference letters from your clients both INGOs and private companies.***
7. Submit your company ownership details
8. Must Fill the Price Schedule in the format provided. (Refer to Appendix 1)
9. Properly arranged/paginated/serialized document. (***Document should be arranged as per this numbers1-13) in PDF***)

Tender document should be properly bound, paginated and well presented. All the pages of the tender document should be serialized and with company stamp

Bidders must meet all the mandatory requirements to qualify technically

2.2 TECHNICAL EVALUATION REQUIREMENTS

The Technical Proposal shall provide the following information (but not limited to the below):

No	Criteria
1.	The Insurance Broker must have provided motor insurance in the last five years. Attach Registration with the National Insurance Authority
2.	Submit License for the Year 2024 from the National Insurance Authority
3.	Submit recommendation letters from at least Five (5) INGOs and/or corporate clients who have premiums of US\$5,000 and above served in a similar assignment in the last three (3) years.
4.	Provide Audited Accounts for three years 2021, and 2022,2023
5.	Demonstrate capacity to provide administrative services across all regions of Somaliland.
6.	Submit a detailed company profile including CVs for at least three (3) of the key staff. Key staff must have professional qualifications in insurance.
7.	Provide detailed proposal on how the broker will provide comprehensive motor insurance services to World Vision for motor vehicles and motor cycles and the modalities of the motor insurance scheme.
8.	Method statement giving work plan & performance indicators during the cover period as well as methodology for undertaking the engagement.
9.	Propose Methodology of claim settlement and claims Settlement Turnaround Time.

3.0 MOTOR FLEET

World Vision International (WVI) in Somaliland has a fleet of vehicles and motor cycles as per table below;

WORLD VISION FLEET			
ITEM	DESCRIPTION	UNITS	APPROXIMATE VALUE IN USD
1	MOTOR PRIVATE-Toyota Land cruisers and Prado's.	8	150,000
2	MOTOR COMMERCIAL-DAF TRUCK.	1	25,000
3	MOTOR CYCLES	1	3,000
	TOTAL APPROXIMATE VALUE		178,000

- Automatic Addition and Deletion of motor vehicles and motor cycles
- Riders: indicate details
- Benefits limits: including additional benefits
- Deductibles/Excess

4.0 EVALUATION CRITERIA

A three-stage procedure will be applied in evaluating the proposals:

1. Mandatory Requirements Evaluation that will determine administrative compliance -To be completed prior to opening and evaluating technical proposals. It is only the bidders that meet the mandatory requirements that will proceed to technical evaluation.
2. Technical Requirements Evaluation that will determine technical compliance and responsiveness of the bidder with regard to the requirements outlined in this tender document -To be completed prior to opening and evaluating financial proposals. It is only the bidders that meet the technical evaluation threshold that will proceed to financial evaluation.
3. Financial Evaluation that will consider competitiveness of the financial proposals, payment terms. Financial proposal shall be signed and stamped and summarized as per Price Schedules provided in Appendix 1

5.0 CLARIFICATION OF BIDDING DOCUMENT

- a) All correspondence related to the RFP shall be made in English
- b) Should there be any uncertainty, the Bidder shall seek clarification in writing through e-mail: somo_supplychain@wvi.org.
- c) Any clarification sought by the bidder in respect to the RFP shall be titled **CLARIFICATION ON REQUEST FOR PROPOSAL – PROVISION OF MOTOR VEHICLE INSURANCE SERVICES**.
- d) World Vision International will only respond to requests for clarification received no later than **05th June 2024**.
- e) Copies of WVI's response will be forwarded to all the bidders, including a description of the inquiry, but without identifying its source.

6.0 SUBMISSION OF PROPOSALS

All interested bidders are requested to submit their **Mandatory Requirements, Technical Proposals** and **Financial Proposals** in separate documents as attachments via email somo_supplychain@wvi.org or hand delivered to **World Vision offices behind Ambassador Hotel next to Djibouti Embassy** on or before **13th June 2024**.

Bids received after deadline shall not be considered.

APPENDIX 1

PRICE SCHEDULE

WORLD VISION FLEET			
ITEM	DESCRIPTION	QTY	PREMIUM (%) / RATE
1	MOTOR PRIVATE	8	
2	MOTOR COMMERCIAL	1	
3	MOTOR CYCLES	1	

The financial proposal should include other benefits covered under the comprehensive policy e.g. Riot & Strike Cover, Excess Protection (Material Damage), Political Violence & Terrorism Cover, Loss of Use/Courtesy car (Private Vehicles only), Windscreen, Car Entertainment, Accidental Towing, Medical Expenses.

APPENDIX 2

ASSIGNMENT INFORMATION

Provide below information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

- Assignment Name:
- Country:
- Location within Country:
- Name of Client:
- Telephone number:
- Clients contact person for the assignment.
- Telephone number of contact person
- Address:
- Fleet size:
- Duration of Assignment:
- Start Date (Month/Year):
- Completion date: (Month/Year):
- Approx. Value of Services (USD)
- Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved
- Functions Performed:

APPENDIX 3

REGISTRATION OF INTEREST TO PARTICIPATE

This form serves as an acknowledgement of receipt of the tender and participation.

This page is to be **completed immediately on downloading/receiving the document** and a scan copy e-mailed to somo_supplychain@wvi.org

Item	Supplier Details
Organization Name:	
Contact Name:	
Physical Address:	
Tel No:	
Email Address:	
Signature:	
Date:	
Company Stamp:	