

# EFL INSURANCE SERVICES



**MR 197/2022**

**INSURANCE BROKER SERVICES**

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## Background Information

Energy Fiji Limited is a vertically integrated entity responsible for the generation, transmission, distribution and retail of electricity on the larger islands of Fiji. Fiji Electricity Authority (FEA) was corporatized from a commercial statutory authority to a limited liability public company on Monday 16<sup>th</sup> April 2018 and now is known as Energy Fiji Limited.

## Evaluation Committee

The EFL Tender Evaluation Committee will carry out the assessment of all proposals received which will be reviewed by the Management and thereafter approved by the Board. The interested bidders may be required to carry out a presentation of their proposals to the EFL Management/Board as considered appropriate.

## Proposal for Tender

Proposals must include the following:

### 1) Letter on Company Letterhead

Signed by a corporate officer of the Company or Companies.

### 2) Executive Summary

The Tender response should include an executive summary providing an overview of the proposed services and the total cost of the proposal in Fijian Dollars (FJD) in terms of brokerage that will be charged on each of the insurance services noted below.

### 3) Company's Cost Proposal:

This section will be used by the EFL's Evaluation Committee as the basis for the general evaluation based on the total cost.

| Insurance Services | Cost of Brokerage |
|--------------------|-------------------|
| Marine Cargo       |                   |
| All Risk           |                   |
| Fines & Defence    |                   |

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|   |  |
|---|--|
| Burglary                                |  |
| Cyber Liability                         |  |
| Crime                                   |  |
| Directors & Officer's Liability         |  |
| Motor Vehicle                           |  |
| Utility Liability Industry Program      |  |
| Political Violence Insurance            |  |
| Fidelity Guarantee                      |  |
| Life Insurance                          |  |
| Medical Insurance                       |  |
| Personal Accident                       |  |
| Travel Insurance                        |  |
| Money                                   |  |
| Material Damage & Business Interruption |  |
| <b>Total Cost</b>                       |  |

#### 4) Company Profile

Please provide an outline of your company's corporate structure including details of its parent and/or subsidiary companies and details of your Fiji Company's shareholders.

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Also please indicate whom do you engage to make insurance placement in international insurance markets such as New Zealand, Australia, London, Asia, US or Bermuda? How would that entity be controlled, monitored and remunerated?

## **5) Services**

Please provide an outline of the insurance broking placement, claims management, risk management and technical services which your firm considers to be relevant to Energy Fiji Limited, and how your firm proposes to deliver these services. If these additional services will be charged separately then also advise on the cost of these services.

## **6) Service Team**

Please provide details of the account servicing structure which is proposed for the management and service of Energy Fiji Limited.

Please nominate the individuals in the servicing team and, in respect of each, provide a brief resume of their role, responsibilities, qualifications and experience.

## **7) Service Agreement**

Please provide a full copy of the Service Agreement specifying the terms and conditions of the service your company proposes to provide to Energy Fiji Limited. The appointed Broker will be responsible for the renewal of insurance for 2023/2024.

## **8) Client and Industry Experience**

Please provide a schedule of your company's top 20 commercial/industrial clients in Fiji. Please also list 10 clients within the same industry segment as Energy Fiji Limited or whose core operations are in the field of infrastructure. These clients may operate outside Fiji.

## **9) Value Proposition**

Describe the main reasons why Energy Fiji Limited can be confident it will be best served by your firm and why your firm is better placed to deliver the services in comparison to other insurance brokers.

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## **10) Insurer Security**

Please provide an overview of the procedures and methodologies that your company employs to monitor the solvency and credit ratings of insurers considered for any of your placements.

## **11) Professional Indemnity**

Please provide details of your company's Professional Indemnity insurance with particular reference to the name of the insurer(s) and the limit(s) of indemnity and deductible(s) applicable in terms of the policy.

If you use other insurance brokers to make insurance placements into international insurance markets, please provide this detail in respect of each broker you may use.

## **12) Quality Assurance and Compliance**

Please provide an overview of the systems, procedures and methodologies that your company utilizes to guarantee and monitor the standard and quality of its service offerings. In particular, please provide details of the resources that your company will devote to this task.

If you envisage the use of other insurance brokers to assist in any aspect of the work you might perform for Energy Fiji Limited, please provide identical information in respect of each and comment on what role that insurance broker would perform.

## **Tender Bid Clarification**

You may be asked to clarify your bid or provide additional information during the Proposal evaluation process. These requests will require prompt action and you must respond in writing within two business days or the time specified in the request. Otherwise, Energy Fiji Limited reserves the right not to consider your proposal.

## **Acceptance of Tender Bid Submission**

Energy Fiji Limited reserves the right to:

- Reject any or all proposals at its sole discretion and not accept the lowest Proposal or any Proposal.
- Negotiate with any Bidder (to the exclusion of any other Bidders), at any time before, or after acceptance of a Proposal, and upon any terms and conditions.

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- Deal separately with any of the divisible elements of any Proposal, unless the relevant Proposal specifically states that those elements must be taken collectively.
- Re-advertise the Tender.
- Amend the closing date or any other date in the Tender Submission requirement.
- Amend this Tender Specification or any other documents, by the issue of a written amendment notice to each bidder.
- Suspend or cancel (in whole or in part), this tender request.

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## TENDER CHECKLIST

***The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid***

Tender Number \_\_\_\_\_

Tender Name \_\_\_\_\_

1. Full Company / Business Name: \_\_\_\_\_

**(Attach copy of Registration Certificate)**

2. Director/Owner(s): \_\_\_\_\_

3. Postal Address: \_\_\_\_\_

4. Phone Contact: \_\_\_\_\_

5. Fax Number: \_\_\_\_\_

6. Email address: \_\_\_\_\_

7. Office Location: \_\_\_\_\_

8. TIN Number: \_\_\_\_\_

**(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))**

9. FNPF Employer Registration Number: \_\_\_\_\_ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Contact Person: \_\_\_\_\_

I declare that all the above information is correct.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Tender submission**

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

**EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.**

**This tender closes at 4.00pm (1600hrs) on Wednesday 31<sup>st</sup> August, 2022.**

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9992400 or email us on [tenders@efl.com.fj](mailto:tenders@efl.com.fj)

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.**

The lowest bid will not necessarily be accepted as the successful bid.

**The Tender Bids particularly the “Price” must be typed and not hand written.**

**Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.**

**Tender Submission via email or fax will not be accepted.**