

REQUEST FOR TENDERS

File: FN 9/1
Date: 05 August 2019
To: Interested suppliers
From: Veronica F. Levi, Financial Accountant

Subject: Travel Insurance Cover for SPREP staff – Invitation to Quote

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 due to its regional functions has an inherently high incidence of travel within the Pacific region, particularly the member countries it serves,
- 1.3. SPREP has sub-regional offices throughout the Pacific including Fiji, Federated States of Micronesia (FSM), Republic of Marshall Islands (RMI), Solomon Islands and Vanuatu.
- 1.4. The period of cover will be for one (1) year, with a possible one (1) renewal upon a favorable review of the first year.
- 1.5. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from registered/qualified Insurance companies, who can offer their services to provide annual insurance cover for SPREP's travelling staff.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions;
 - a) Legally registered as an insurance provider
 - b) Proven ability/experience in the provision of corporate travel insurance services especially across the Pacific
 - c) Provide three references as part of the tender submission.

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 Complete the tender application form provided, *(please note you are required to complete in full all areas requested in 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 mean your application will **not** be considered).*
- 4.4 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 veronical@sprep.org before 19 August 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 21 August 2019.

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:
 - a) Provide two (2) options (10%):
 - i) a comprehensive travel insurance cover and;
 - ii) a basic travel insurance cover.
 - b) Catered for multiple trip travel insurance mainly within the Pacific region, (10%)
 - c) Scope of cover should include the following as a minimum (40% - 4% for each):
 - ii) Medical and related expenses,
 - iii) Older age covered,
 - iv) Personal baggage,
 - v) Loss of deposits and cancellation
 - vi) Accidental death & Permanent Disability,
 - vii) Money and travel documents,
 - viii) Travel delay and missed connections,
 - ix) Strikes and hi jacks
 - x) Liability protection
 - xi) Tour operator, travel agent, wholesaler, accommodation and transport collapse
 - d) Total annual premium for two (2) options above (30%).
 - e) Whilst SPREPs headquarters is in Apia, Samoa, travel insurance cover should be applied to all its offices including staff who are stationed in Fiji, FSM, RMI, Solomon Islands and Vanuatu, (10%)
 - f) Other claims.

7. Deadline

- 7.1. **The due date for submission of the tender is: 26 August 2019, 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: **Travel Insurance cover for SPREP staff**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)

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>