

FEA INSURANCE SERVICES



MR 79/2015

INSURANCE BROKER SERVICE

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Background Information

FEA is Fiji's National Electricity Utility generating, transmitting, distributing and selling electricity and owns/leases the hydro dams and fossil fuel gensets used for providing this service.

FEA is a one hundred percent state owned Entity Operating on the three major islands of Viti Levu, Vanua Levu and Ovalau (Levuka). FEA was established in 1966 under the Electricity Act with its basic function to provide and maintain power supply that is financially viable, economically sound and is consistent with the required standards of safety, security and quality of power supply

Evaluation Committee

The FEA Tender Evaluation Committee will carry out the assessment of all proposals received which will be endorsed by the Management and approved by the Board. The interested bidders will be required to carry out a presentation of their proposal to the FEA Management as considered appropriate.

Proposal for Tender

Proposals must include the following:

1) Letter on Company Letterhead

Signed by a corporate officer of Company or Companies.

2) Executive Summary

The Tender response should contain an executive summary providing an overview of the proposed services and the total cost of the proposal in Fijian Dollars (FJD).

a) Company's Cost Proposal:

This section will be used in the FEA's evaluation committee as the basis for the general evaluation based on total cost.

Insurance Services	Sums Insured	Deductible	Premium Rates	Total Premium Costs
Marine Cargo				
Burglary				

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Motor Vehicle				
Public & Product Liability				
Workers Compensation				
Fidelity Guarantee				
Life Insurance				
Medical Insurance				
Travel Insurance				
Money				
Statutory Liability				
Material Damage & Business Interruption				
<i>Total Cost</i>				

Signed Quotation slips on Insurer's letterhead for all quotations submitted.

List (if applicable) of Subcontractors (If any)

3) 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.

Who do you use to make insurance placements into international insurance markets such as New Zealand, Australia, London, Asia, US or Bermuda? How would that entity be controlled, monitored and remunerated?

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4) 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 Fiji Electricity Authority, and the manner in which your firm proposes to deliver these services.

5) Service Team

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

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

6) Service Agreement

Please provide a full copy of the Services Agreement specifying the terms and conditions of the services your company proposes to provide Fiji Electricity Authority.

7) 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 Fiji Electricity Authority or whose core operations are on the field in infrastructure. These clients may operate outside Fiji.

8) Value Proposition

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

9) Insurer Security

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

10) 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 the terms of the policy.

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

Fiji Electricity Authority would expect to see a minimum limit of F\$10m any one claim and in the aggregate.

11) Quality Assurance and Compliance

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

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

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Submission of Tender

Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at 4:00pm, on Friday 29th of May, 2015.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 79/2015 – Insurance Broker Service.

The Secretary, Tender Committee
Fiji Electricity Authority

Supply Chain Office

Private Mail Bag, Suva

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked envelopes and envelopes without bidder's name and address on the reverse will be returned to the Tenderers.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587.**