



THE AFRICAN CAPACITY
BUILDING FOUNDATION

FONDATION POUR LE RENFORCEMENT
DES CAPACITES EN AFRIQUE

TENDER: REQUEST FOR QUOTATION (RFQ): ACBF/RFQ/001/24/NRF

Provision of Corporate Insurance cover to ACBF for the period 2024-2027

The African Capacity Building Foundation based in Harare, Zimbabwe, is hereby inviting you to submit your quotation for the ***Provision of Corporate Insurance cover to ACBF for the period 2024-2027***

Delivery to African Capacity Building Foundation is in accordance with the scope of services detailed in **Appendix I**.

Your quotation should be submitted electronically by e-mail to procurement@acbf-pact.org by **Tuesday, 2nd April 2024 at 17.00hours (CAT)**.

TERMS AND CONDITIONS	
Quotation Reference No.	ACBF/RFQ/S/001/24/NRF
Submission	<p>Electronic bids should be submitted on the email address below before the indicated deadline: Email: procurement@acbf-pact.org</p> <p>Quotation Reference should be clearly marked: Tender RFQ No.: ACBF/RFQ/001/24/NRF - Provision of Corporate Insurance cover to ACBF for the period 2024-2027</p> <p>Electronic quotations should meet the following minimum requirements;</p> <ul style="list-style-type: none">(i) Quotation should specify the services being quoted for;(ii) Quotation documents are duly signed and scanned;(iii) Softcopies are in PDF format and are compressed using zip or rare;(iv) A single email must not exceed 4.9MB including attachments. <p><i>*Shall not consider any quotation that arrives after the deadline for submission as stated above.</i></p> <p><i>*Any quotation received after the deadline for submission of bids shall be declared late, rejected.</i></p>
Expertise required	<p>The Service Provider should have the following:</p> <ul style="list-style-type: none">1. Eligibility Criteria<ul style="list-style-type: none">i. Certificate of registration

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	<ul style="list-style-type: none"> ii. Financial capability of the entity/organization (audited books of accounts for the last two years financial statements -2021 and 2022) iii. Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted. <p>Qualification criteria</p> <ul style="list-style-type: none"> v. Relevant qualifications and experience in the industry (insurance related) and skills of team members with over 7 years of expertise in the Business vi. Submit three similar assignments with similar organizations in the last 5 years. Including the active email address of the contact person and the year when the services were provided. vii. Past relevant experience in insurance services for 7 years or more. ix. Proven ability to provide insurance cover/services in at least three duty stations for similar international organizations x. Presence of insurance company in Zimbabwe, Ghana, Ethiopia, and Kenya is desirable. xi. Must Submit at least 3 traceable referees (companies) xii. Track records and previous contracts xiii. The premium quoted should be within the minimum rates range set by the Insurance Commission. Provide the rates used and the premium
Required Administrative Documents	<p>Your quotation will be considered upon the provision of the below documents. Failure to provide these documents may constitute grounds for disqualification of your quotations:</p> <ul style="list-style-type: none"> 1. Appendix 1 - FORM RFQ 001 - Signed Schedule of Requirements/Terms of Reference (Mandatory) 2. Appendix 2 - FORM RFQ 002 – Completed and signed Price Schedule (Mandatory) 3. Appendix 3 - FORM RFQ 003 – Signed Quotation Letter (Mandatory)
Language	All documentations shall be in English
Preliminary Examination / Eligibility	<ul style="list-style-type: none"> 1. Quotations shall give a comprehensive description of the proposed services. If the proposed services do not comply exactly with the technical specifications and descriptions provided in the RFQ, the nearest functional equivalent or closest standard should be offered as an alternative. The supplier shall state in the quotation if any alternatives are offered. 2. Completeness of Administrative Documents. <p><i>Please note: Partial Bids are not permitted.</i></p>
Evaluation Criteria	<ul style="list-style-type: none"> 1. Compliance with Terms of Reference and quality standard of services. 2. Compliance with pricing conditions set in the RFQ (detailed pricing). 3. Compliance with delivery deadlines set in the RFQ.

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	4. Lowest quoted prices.
Award Criteria	Lowest price technically acceptable
Pricing	<p>All taxes levied and statutory payments shall be presented separately from the base price in the quotation.</p> <p>Itemized price schedule should include as a minimum:</p> <ul style="list-style-type: none"> - Detailed unit and total pricing for the Provision of services as per schedule of requirements Appendix I. - The price shall include the cost of any other incidental services. - In case of discrepancy between unit price and total, the unit price shall prevail.
Payment Terms	<p>Within 30 calendar days from delivery of service and confirmation of satisfactory performance.</p> <p>The African Capacity Building Foundation will make payment upon written sign-off from the Requesting ACBF Department to attest conformance of the service to required quality and performance standards, as well as submission of original invoices.</p> <p>Please note: ACBF is a VAT exempted institution.</p>
Validity of Quotation	<p>90 calendar days from deadline of submission of offers</p> <p>In exceptional circumstances, The African Capacity Building Foundation may request the Consultant to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Consultant shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Currency of Quotations / Offers	Quotations submitted shall be denominated in United States Dollars
Request For Clarification	<p>Requests for clarification must be communicated in writing via e-mail to: procurement@acbf-pact.org</p> <p>Replies to any requests for clarification will be transmitted to all bidders.</p>
Amendments of RFQ	<p>The African Capacity Building Foundation reserves the right to add, deduct or alter the scope of the service at its own discretion by 25%. Prior to the deadline for submission of Quotations, may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFQ documents or extend the deadline for submission of Quotations by an amendment.</p>

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Corrections	If any amendment should be made by crossing out, the submission should be initialed and dated or re-written.
Contract Conditions	The proposed Contract agreement shall be a Purchase Order as per the Terms of Reference. The services shall be purchased through a Contract agreement local purchase order.

**Notwithstanding the above, the Foundation reserves the right to accept or reject any quotations and to cancel the bidding process and to reject all quotations at any time prior to the award of the contract/ order.*

**ACBF Procurement Unit
Harare**

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APPENDIX I

SCHEDULE OF REQUIREMENTS / TERMS OF REFERENCE

TENDER RFQ No.: ACBF/RFQ/001/24/NRF

Provision of Corporate Insurance cover to ACBF for the period 2024-2027

TERMS OF REFERENCE OF INSURANCE COVER FOR ACBF'S ASSETS

1. BACKGROUND

In the normal course of business, ACBF Assets encounter numerous risks. ACBF, in mitigating its risks, wishes to cost effectively transfer some of it by undertaking insurance cover. ACBF requires the services of a reputable, capable, and effective bidder that is a registered member of the Zimbabwe Insurance Commission.

2. PURPOSE

The purpose of this document is to invite proposals from service providers who can provide a reasonable but competitive risk cover in the form of a concise, readable explanation of Insurance Cover to ACBF Assets. The proposed insurance cover must assist ACBF in handling and managing the various risk exposures to its assets.

3. SCOPE AND DELIVARABLES

The service provider will be expected to address and provide reliable information on The cover for damage / loss of assets.

4. DOCUMENTATION REQUIRED FROM THE BIDDER

- A valid Insurance operating Licence by Zimbabwe Insurance Commission.
- Details of all Re-insurers and Portfolios being held.
- Names and addresses of at least four Government Agencies, International Organisations or Statutory Corporations you have ever provided insurance cover in the last three years.
- Organisational Structure with Key Personnel
- The premium quoted should be within the minimum rates range set by the Insurance Commission. Provide the rates used and the premium
- The provider should submit financial statements of the last two (2) financial years showing the annual turnover.
- The provider should submit Re-Insurance programmes.
- The provider should submit a list of all policies that you are able to insure.

5. TECHNICAL REQUIREMENTS

A detailed scope of services will relate to the following:

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Item	Technical Specification Required		Compliance of Specification Offered
	Vehicles	Qty	
1	Type of insurance: Comprehensive Insurance		
2	Working hours: 24 hours		
3	Scope of cover		
4	Riots, strikes and civil commotion		
5	Theft of the vehicle		
6	Damage to motor vehicle and its accessories and spare parts due to any cause.		
7	Death of or injury to any person		
8	Damage to property		
9	Windscreen damage		
10	NB: If bidders are found compliant and have quoted the same price, the number of items covered and the value of the scope of cover will be considered.		

6.o. The premium shall be quoted for the insurance policies as summarised in table 6.o.

VEHICLE NUMBER	VEHICLE MAKE	VEHICLE TYPE	CHASSIS NUMBER	YEAR OF Manuf.	INSURANCE VALUE (USD)
1	Toyota Camry Hybrid	Sedan		2012	13000
2	Toyota Corolla	Sedan		2011	10000
3	Toyota Prado	SUV		2007	14000
4	Toyota Remde (MiniBus)	Van		2006	19000
5	Toyota Prodo - TX Station wagon	Station wagon		2016	32887.07

Please note the other assets have been attached separately ***under Annex 1-3***

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Appendix 2

PRICE SCHEDULE - FORM RFQ 002
Tender RFQ No.: ACBF/RFQ/001/24/NRF
Provision of Corporate Insurance cover to ACBF for the period 2024-2027

(To be completed by the Bidder and submitted with Quotation)

Date of Price Quotation __/__/__

The Procurement Specialist
Institution
Addresses

NOTE TO BIDDERS: Bidders are required to quote for ALL items as listed below.

No.	<u>Service to be Procured</u> (The services listed below shall be under the guidance of the Corporate Services Unit)	Price	VAT/ Stamp Duty	Total Price
1	Property, buildings, and assets (including the 3x generators, fuel tanks, fire hydrants) <ul style="list-style-type: none">To cover buildings, fixtures and fittings against fire, lightning explosion, floods, storm, escape of water, impact by animals and theft of contents			
2	Office Contents <ul style="list-style-type: none">(Office Contents, entire office contents, machinery, and equipment)Loss or damage to contents, whilst in the offices by fire, lightning or thunderbolt, explosion, storm, wind, water, or impact.			
3	Money <ul style="list-style-type: none">Money in the SafeMoney Whilst travelling On BusinessAny Other LossCrossed Cheques			
4	Loss of documents <ul style="list-style-type: none">Loss or damage to documents (electronic or hard copies) whilst in the offices by fire, lightning or thunderbolt, explosion, weather condition, water or impact.			

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5	Assets all risks <ul style="list-style-type: none"> Loss or damage of office and electronic equipment's while anywhere in the world by any accident or theft 			
6	Public Liability insurance <ul style="list-style-type: none"> Damages and losses that may be legally liable to pay consequent to accidental death of or injuries or illness to third parties or accidental loss of or physical damage to tangible property which occurs in the course of or in connection 			
7	Electronic equipment <ul style="list-style-type: none"> To cover computers against loss or damage resulting from any external cause such as fire, explosion, theft, weather condition and also cover the risks of any form of electrical or mechanical breakdown while the equipment (i.e.: All static hardware, Software, Laptops) 			
8	Solar Equipment 35 x Batteries High Efficiency AGM batteries 12V, 200AH Hybrid Invertor Growatt HPS30 36x Solar Panels			
9	Motor fleet <ul style="list-style-type: none"> Comprehensive cover for all ACBF corporate vehicles as follow: <ul style="list-style-type: none"> - Toyota Corolla (2011) - Toyota Hiace Minibus (2006) - Toyota Prado (2007) - Toyota Camry (2011) - Toyota Landcruiser (2016) 			
10	Goods in Transit <ul style="list-style-type: none"> Loss of or damage to property usual to ACBF business in the course of transit caused by any accident or misfortune not otherwise excluded 			
11	Excess Deductible			
TOTAL				

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Name of Consultant: _____

Full Name: _____

Signature: _____

Date: _____

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Appendix 3

Quotation Letter - FORM RFQ 003 Tender RFQ No.: ACBF/RFQ/001/24/NRF

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(To be completed by the Bidder and submitted with Quotation)

Date: _____ [insert date]

The Procurement Specialist

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, I _____, the undersigned, offer for the Request for Quotation No.: **ACBF/RFQ/S/001/24/NRF**, in conformity with the said Request for Quotations, the sum of [total bid amount in figures] **USD** _____ [total bid amount in words]

(_____)

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of the Quotation.

I undertake, if our Quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

I agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2024 _____

[signature]

[in the capacity of]

Duly authorized to sign this Quotation for and on behalf of

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