TERMS OF REFERENCE FOR PROVISION OF GENERAL INSURANCE COVER

Introduction to Pact and ACHIEVE Project

Pact is an international nonprofit that works in nearly 40 countries, building solutions for human development that are evidence-based, data-driven, and owned by the communities we serve. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact. Visit us at www.Pactworld.org

The Adolescents and Children HIV Incidence Reduction, Empowerment, and Virus Elimination project, or ACHIEVE, is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. The project is funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID) and implemented by a Pact-led consortium of top global HIV/AIDS partners, including Palladium, No Means No Worldwide, and WI-HER. Objective of the Assignment.

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The overall objective of this assignment is to solicit eligible vendor(s) who will provide general insurance services in the categories of Fire and perils, Burglary, Motor vehicle insurance, All Risks (office accessories), and Computer all risk cover to Pact Tanzania.

Scope of Work

The provider is expected to provide Fire and perils, Burglary, Motor vehicle insurance, All Risks (office accessories), and Computer all risk cover for Pact Tanzania.

The provider is expected to:

(i) Keep the details provided confidentially and update them as advised from time to time by Pact through its authorized representatives. (Any changes shall only be provided by a duly authorized client officer.)

(ii) Provide fire & perils, burglary, fidelity guarantee insurance, all risks (office accessories), and computer all risk cover.

(iii) Provide additional benefits on the cover.

(iv) Such services may be related or ancillary to the due performance of the above work.

(v) Furnish Pact with quarterly claim updates regarding claims arising from specific insurance covers.

(vi) Be responsible to the Country Director.

(vii) Be responsible for the following deliverables:

a) Conducting a debriefing exercise and submitting a report.

b) Furnish Pact with a policy document within Seven (7) days of signing the contract.

c) Undertake a scope of cover and claims procedure presentation.

d) Submit quarterly claims updates on pending claims.

(viii) Start providing the cover on the date of execution of the contract.
(ix) The contract period shall be Twelve (12) months from the date of the execution of the contract, subject to annual renewal at Pact's discretion.

The following conditions shall be adhered to.

a) The cover provided by the broker should be as in the tender document and should not be restricted by way of warranties, endorsements, or special conditions subject to award. If the entire policy document is found to be satisfactory, such document must be deposited with Pact Tanzania not later than fifteen (15) days from the inception of the cover.

b) Ensure that the sum insured under the policy will be adjustable accordingly by suitable means at the discretion of Pact Tanzania from time to time.

Details of Cover

The policy is to cover Pact Tanzania against the following risks.

i. Fire & Perils
ii. Motor Vehicle Insurance
iii. Burglary
iv. All risks Insurance

Submission Instructions

Interested dealers must submit the following information to Pact Tanzania:

- Quote, valid for at least 60 days.
- Current company profile.
- Copies of registration, certificate, and address of their registered office, valid business license, VAT, TIN certificates, and Tax clearance certificate.
- Evidence of similar assignments, and at least three (3) POs and names and addresses of clients served.
- Current Audited financial statement – for two consecutive years.

Eligibility

Vendors must be currently legally operating in Tanzania, and the quotation must include all the following information:

- Ability to meet or exceed the Requirements/ Specifications outlined above.
- Ability to deliver the items/services no later than the date(s) required.

Evaluation Criteria

The method of evaluation will be the Merit Point System. The evaluation criteria will be applied as indicated here below:

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<th>MANDATORY REQUIREMENTS</th>
<th>(YES/NO)</th>
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<tr>
<td>1</td>
<td>a) Copy of certificate of incorporation/Registration</td>
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<td>b) Current company profile</td>
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<td>c) Copy of Valid and Relevant Tax Clearance Certificate</td>
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### MANDATORY REQUIREMENTS

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<tr>
<td><strong>d)</strong></td>
<td>A copy of VAT and TIN certificates</td>
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<td><strong>e)</strong></td>
<td>Proof of registration/Copy of License from TIRA</td>
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<td><strong>f)</strong></td>
<td>A valid copy of the Business License</td>
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<td><strong>g)</strong></td>
<td>Submit copies of audited financial statements for the latest two (2) financial years.</td>
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<td><strong>h)</strong></td>
<td>Must have been in existence for the last ten years (Attach copies of TIRA registration certificates as proof)</td>
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**NB:** Bidders must meet all the mandatory requirements to qualify for technical evaluation.

### TECHNICAL EVALUATION

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<td><strong>a)</strong></td>
<td>Recommendation letters from five Corporate, NGO, or INGO Clients and in client letterhead (2 points for each up to a maximum of five clients)</td>
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<td><strong>b)</strong></td>
<td>Number of contracts handled in the last five years (attach a copy of the contract) Three (3) points each up to a max of 5 (Award Letters- 0 marks)</td>
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<td><strong>c)</strong></td>
<td>Firm's experience as shown by a number of years in the Provision of Insurance Services. Two (2) points for every year's experience - max (10 points) (Attach copies of TIRA registration certificates as proof)</td>
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| **d)** | Professional qualifications and experience of the Principal Officer (Attach Copies of certificates)  
- CII certification – 3 points  
- Relevant degree – 2 points  
- Relevant experience – 1 point for every year's experience in the Insurance industry. - max.5 years | 10 |
| **e)** | Professional qualifications and experience of two other technical personnel (Attach Copies of certificates)  
- CII Certification – 3 points for each personnel  
- Relevant degree – 2 points for each personnel  
- Relevant experience – 1 point each for every year's experience in the insurance industry. max.- 4 years | 18 |
| **f)** | List of four (4) other key professional staff and specify portfolio/ tasks. Attach CVs (3 points for each professional up to a max of 4) | 12 |
| **g)** | Financial capability for the last two years:  
- Liquidity ratio (attach documentary evidence)  
  - 2:1 ratio (5 points each year)  
  - 1:1 ratio (3 points each year)  
  - Less – 0 points | 10 |
|   | Average premium turnover for the last year - 3 marks for every TSh. 20 million handled (Max -15 Points) | 15 |
| **TOTAL TECHNICAL SCORES** | 100 |
NB: To qualify for financial evaluation, the bidder must score at least 70 percent.

FINANCIAL EVALUATION

The firm attaining the lowest financial score after surpassing the minimum technical score shall be recommended for award.

Interested bidders should submit their bids electronically to Pact Tanzania via email at tendertz@Pactworld.org, addressing to:

The Tender Committee,
Pact Tanzania,
P. O. Box 6348,
Dar es Salaam, Tanzania.

All quotes must be in Tanzanian Shillings.

Note:
1. Pact will open all bids on Monday, September 04, 2023, at 11.30 a.m. in the presence of Bidder's Representatives who choose to attend.
2. Quotes must be in Tanzanian Shilling and must include taxes separately.
3. Proposals must be submitted electronically to Pact Tanzania.
4. Quotations received after that time or at a different address may not be accepted.
5. As mentioned above, all quotations and delivery dates shall be valid for at least 60 days following submission.

Terms and Conditions - Disclaimers

i. Late or incomplete bids will not be accepted.
ii. Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time.
iii. Pact may reject any or all proposals received.
iv. Issuance of solicitation does not constitute award commitment by Pact.
v. Pact reserves the right to disqualify any quotation based on the vendor's failure to follow solicitation instructions.
vi. Pact will not compensate vendors for their response to the solicitation.
vii. Pact reserves the right to issue an award based on the initial evaluation of applications without further discussion.
viii. Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards of the scope of work.
ix. Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
x. Pact may contact vendors to confirm the contact person and address and that the proposal was submitted for this solicitation.
xii. Pact may contact listed past performance references without notice to the vendor. Pact also reserves the right to contact other past performance information sources that the vendor did not list in the proposal.
xii. The vendor confirms they understand the terms and conditions by submitting a proposal.
xiii. Information pertaining to and obtained from the vendor because of participation in this solicitation is confidential. The vendor consents to the disclosure of the documents.
submitted by the vendor to the reviewers involved in the selection process. Please note that non-disclosure agreements bind all reviewers.

xiv. The resultant award will be governed by Pact's standard terms and conditions and any applicable funder requirements.