



## **CALL FOR PROPOSALS**

### **PROVISION OF GENERAL INSURANCE SERVICES**

**REF: CCC/CFP/1/2/2020**

**FEBRUARY 2020**

#### **1. INTRODUCTION**

The COMESA Competition Commission (the “Commission”) is an international body corporate established under Article 6 of the COMESA Competition Regulations (“the Regulations”). The Regulations are promulgated pursuant to Article 55 of the Treaty establishing the Common Market for Eastern and Southern Africa (“the COMESA Treaty”).

The Commission is responsible for enforcing the Regulations, whose purpose is promoting and encouraging competition by preventing restrictive business practices and other restrictions that deter the efficient operations of markets, thereby enhancing the welfare of consumers in the Common Market.

This document constitutes the formal Request for Proposals (RFP) for Provision of General Insurance Services to the Commission for a period of two years with the possibility of extension subject to satisfactory performance.

#### **2. OBJECTIVE**

This Request for Proposal (RFP) document is intended to lead to the identification of potential qualified Insurance Companies and/or Insurance Brokers that can demonstrate having sufficient capacity and experience to provide General Insurance Services in the best way possible and in a manner that enables the Commission to meet its expectations.

The Commission is therefore soliciting from interested Insurance Companies and/or Insurance Brokers proposals for such services and required coverage include but is not limited to:

- Office combined (including office furniture & office equipment)
- Vehicle Insurance

#### **3. SCOPE OF SERVICES**

The scope of this requirement is to provide general insurance services to the COMESA Competition Commission. Some of the key services will include:

- Insurance cover placement of new and renewal of insurance policies.
- Insurance policy review – review and provide expertise on insurance policies in place to ensure adequacy of cover, analysis of any change in the Commission’s insurance needs and changes in the insurance market.
- Process all Commission’s claims.

- Valuations of all Commission's assets.
- General advisory services – timely advice on trends in the industry, changes in relevant laws and the likely impact.
- Any other value insight not captured above.

#### **4. QUALIFICATION AND RELEVANT EXPERIENCE**

In order to be eligible for participation in this tender process, prospective companies must demonstrate clearly a track record of carrying out services of this nature at national or regional level. Specifically, companies must demonstrate the following:

- a) That they possess the necessary professional and technical qualification and competence, financial resources, equipment and other physical facilities, managerial capability, experience to perform this contract;
- b) That they have the legal capacity to enter into the contract;
- c) That they are insolvent, in receivership, bankrupt or being wound up, their business activities have not been suspended, and they are not the subject of legal proceedings for any of the foregoing.
- d) That they have fulfilled their obligation to pay taxes, and social security obligations;
- e) Have at least five (5) years' experience in provision of general insurance services.

#### **5. SELECTION**

Only Companies who meet our minimum requirements will be considered for further discussions. The Commission reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this request. Any such decisions made will be final and no correspondence will be engaged into, other than for informing the bidders of the outcome of the process.

#### **6. APPLICATION**

Responses to this call for proposals should include the following:

- A proposal for the provision of the general insurance services;
- A brief cover letter indicating relevant experience;
- Profile of the company or Curriculum vitae of its Directors

#### **7. SUBMISSION OF RESPONSES**

Interested companies should submit their responses to this RFP to the Commission to the following email [compcom@comesa.int](mailto:compcom@comesa.int) or posted/delivered to the address below on or before 17:00 hours on Friday, 20<sup>th</sup> March 2020

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