



INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE

Insurance Brokerage Services- 2020 to 2021

REQUEST FOR PROPOSAL

Procurement Section
009714336110
procurement@biosaline.org.ae

International Center for Biosaline Agriculture - ICBA is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.

I. GENERAL INFORMATION

A. Purpose

The purpose of this RFP is to solicit proposals from qualified companies to be the insurance broker on behalf of the International Center for Biosaline Agriculture (hereinafter referred to as ICBA) for its various insurance policies.

B. Who May Respond

International Insurance broker companies with a global presence may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than **November 5th, 2019, before 04:00PM (UTC+04:00)**.

2. Inquiries

Inquiries concerning this RFP should be mailed to:
Imane Boujidane
Head of People Resources and Procurement
i.boujidane@biosaline.org.ae

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the bidder and will not be reimbursed by International Center for Biosaline Agriculture.

4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:
Procurement Committee
Procurement@biosaline.org.ae

It is important that the proposal is submitted to the designated email that will be opened by ICBA at the appointed time.

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Bidder to ensure that the proposal is received by ICBA, by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

ICBA reserves the right to reject any and all proposals received in response to this RFP. A consultancy contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. Notification of Award

It is expected that a decision selecting the successful individual/company will be made within one (1) week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful individual/company, all Bidders submitting proposals in response to this RFP will be informed, in writing, of the outcome.

II. SCOPE OF SERVICES

ICBA is seeking proposals from qualified companies to act as an insurance broker and consultant for services related to Healthcare coverage (Medical and life).

The insurance broker will provide an assessment of the market conditions that will affect the insurance placement of the listed coverages over the next few years.

A. Requirements

During the period of this contract, the insurance broker is expected to:

- Assess ICBA's insurance needs and provide recommendations regarding the appropriate types of insurances and limits structure
- Review the current policies, limits, deductibles, terms and conditions
- Solicit premium quotes and analyze proposals received from various insurance companies and other parties, negotiate changes for the benefit of ICBA and verify the reasonableness of the price for the coverage provided
- Make recommendations as to the most advantageous insurance program providing the highest level of coverage at the best possible price to meet ICBA's needs and objectives
- Provide other insurance consultation services as it relates to any and all operations of ICBA
- When instructed to do so by ICBA, administer the placement of coverage and provide original binders, policies, and endorsements as required in the insurances timetable. For coverage's written, timeliness is essential, and the selected broker shall agree to place coverage and issue binders prior to each policy's respective expiration
- Assure that insurance policies are placed with reputable and financially responsible insurers (based on insurance rating among other criteria), including keeping ICBA informed of any changes in ratings and making recommendations should ratings change during the policy term.
- Oversee and coordinate all relevant services performed by insurance companies/underwriters or any service agencies arranged for insurance program related issues and concerns
- Assist ICBA in the completion of all applications, documents and gathering data which may be requested by insurance companies
- Check policy and endorsement wording accuracy
- Assign an Account Manager who will be responsible for communication with ICBA and who, along with any other team members assigned, must be available on a daily basis for advice and consultation on insurance program related issues and concerns
- Provide customer support/claims facilities (e-services, Call center...)
- Provide possible additional other services related to the insurance coverage as ICBA may request, hold periodic review meetings, provide updates on legislative changes, claim reviews at 6, 9, 10 months for medical and life insurance policy
- Participate and facilitate employee presentation

- Assistance in wellness initiatives of the center

B. Contract

The term of the contract will commence on the Effective Date and will be for one (1) year from that date with ICBA having the option of an extension up to two (2) one-year contract, subject to satisfactory performance and no fees' increase.

It is proposed that it will be a free for services structure. The broker will be compensated for their fee/commission by the insurer. ICBA may in its sole discretion undertake negotiations with Proposers whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work. Compensation on any coverage placed by the elected Proposed shall be subject to disclosure by and approval of ICBA.

C. ICBA' insurances

Medical insurance effective date: - 16 January 2020
Insurer – Gulf care-QIC

Life insurance effective date: - 10 January 2020
Insurer - Zurich

More details can be provided upon request.

III. PROPOSAL CONTENTS

At this stage, ICBA expect the Bidder to confirm interest in participating in this RFP and to propose 3 to 5 insurances names for Medical and life.

ICBA will shortlist 3 top brokers and advise them of the insurances they can quote for (the selection will be done on a first come-first serve basis).

ICBA will inform the shortlisted brokers and authorize them to source proposals for the assigned selection, with new submission deadline.

The Bidder should specify the key services he will provide ICBA with and elaborate how he can be of an added value to ICBA business and staff wellbeing.

A.

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Key services and added value to ICBA

IV. PROPOSAL EVALUATION

ICBA's appropriate staff will review proposals and make recommendations to the Director General for final approval. The Director General and Management may request a meeting with some qualified Bidders prior to final selection. Proposals will be reviewed in accordance with the following criteria:

| Range | Criteria | Weight |
|-----------|--|--------|
| Non-Price | International presence of the broker | 30% |
| | Available facilities & resources | 35% |
| | What is the added value? Experience and qualifications in the provision of similar services | 35% |

