



DATE: 4 January 2017

RFP No.: CP05/1617

TO: ***Suitably Qualified Insurance Consultants and Advisors***

FROM: JAMES MOVICK, DIRECTOR-GENERAL

**SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR A REVIEW OF FFA INSURANCE POLICIES**

Attached herewith is an invitation to submit proposals for the provision of consultancy services to review FFA's current insurance policy and local requirements.

Note that the deadline for submission is 31 January 2017

Should you have any questions, please contact Allison Riley, Administration Office, [allison.riley@ffa.int](mailto:allison.riley@ffa.int). Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick  
Director General

## REQUESTS FOR PROPOSALS

### Background

The Pacific Islands Forum Fisheries Agency (FFA) traces its origin to the South Pacific Forum meeting in Port Moresby in 1978 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management, development and operational compliance of the tuna fishery in the Central and Western Pacific Ocean. This fishery is now one of the largest in the world, catching around 2 million tonnes annually. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources while maintaining operational compliance with national and regional tuna fisheries arrangements.

### FFA's Role for its Members

FFA consists of the Forum Fisheries Committee (FFC) of officials and FFC Ministerial Meeting, which are its governing bodies, and a Secretariat. The Secretariat, with a current establishment of approximately ninety positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: "We will enjoy the highest levels of social and economic benefits for our people through the sustainable development of our fisheries resources".

The Mission of the Forum Fisheries Agency is: "To support and enable our members to achieve sustainable fisheries and the highest levels of social and economic benefits in harmony with the broader environment".

The work of the Agency is delivered through three programmes: Fisheries Management, Fisheries Development and Fisheries Operations.

### Insurance of Assets and Staff

The Forum Fisheries Agency (FFA) is committed to the safety and protection of both its assets and staff on behalf of our members and as is legislated by the government of the Solomon Islands.

The FFA owns and maintains a variety of plant and equipment assets and a number of residential and business properties in Honiara, Solomon Islands. These assets must be protected from financial loss in the event of natural disasters, accidental damage and robbery among other possible and uncertain events.

The staff of the FFA and their families are engaged with contracts which offer various insurances including house hold contents, travel and international medical insurance.

The FFA seeks to ensure that existing insurance policies provide adequate insurance and to be given advice on how to improve coverage and negotiations with underwriters.

Currently the FFA's policies are: Commercial Motor Vehicle, Industrial Special Risk, Personal Accident, Workman's Compensation, Medical Insurance, Life Insurance, House Hold Building, House Hold Contents, Travel and Public Liability.

## Request for Proposals (RFP)

An RFP is invited from interested consultants or companies who specialise in analysing insurance policies for medium to large organisations.

The consultant or group will be required to have an excellent understanding of insurance policies suitable for non-profit organisation and is willing to work with Solomon Islands legislation.

It is anticipated that this work can be done remotely as a table top exercise with policy information and general correspondence via email, phone or Skype.

## Terms of Reference

The objective of the review is to:

1. Analyse existing insurance policies and advise if all policies provide adequate financial compensation in the event of loss (total or partial),
  - a. Particular areas of interest:
    - i. Compensation paid for assets damaged due to power surges,
    - ii. Compensation paid for damage reports required to make a claim,
    - iii. Total value paid for loss caused by storm, earthquake, cyclone or tsunami,
2. To recommend additional coverage;
3. To recommend the change or removal of any cover due to duplication or cost benefits
4. To provide formal advice from the local Authority concerning FFA's ability to source insurance or brokerage off shore (contact with local authorities can be arranged);
5. To recommend potential medical insurance companies offering regional coverage similar to what is currently used by FFA and is accepted under Australia's HICAPS scheme.

## Evaluation and Assessment of EOI

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

Bidders are required to submit their financial proposal as a separate document.

## Technical Proposal

Evaluation Criteria	Weighting
Demonstrated experience in assessing insurance policies for medium to large organisation	40%
Methodology and time frames	40%
References	20%
Total	100%

In the second stage, the financial proposal evaluation, those bidders who have attained a minimum of 70% score in the technical evaluation will be compared

## Financial Proposal

Price may be quoted in Australian Dollars (AUD), United States Dollars (USD) or Solomon Dollars (SBD)

## References

All submissions are required to provide evidence of professional or technical capacity such as educational or professional qualifications, details of experience on similar projects.

## Request for further information

For additional information regarding the tender or to arrange an on-site visit please contact on email: [allison.riley@ffa.int](mailto:allison.riley@ffa.int)

## Closing date of proposal

Tenders must be received by 5.00pm (local time) on the 30<sup>th</sup> January 2017.

Tenders should be addressed to:  
Director General  
FFA Tender Committee  
Forum Fisheries Agency (FFA)  
CP05/1617 FFA INSURANCE REVIEW  
PO Box 629  
Honiara

OR

Emailed to: [procurement@ffa.int](mailto:procurement@ffa.int) please note in the subject line: CP05/1617 FFA Insurance Review.

## Submission of EOI

1. All EOI should be submitted together with all relevant documents and shall be in English.

## Award of Contract

FFA reserves the right to accept any EOI, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

## Notification

The names of winning bidders shall be advertised on the FFA website;  
[www.ffa.int/employment/tenders/tender\\_results](http://www.ffa.int/employment/tenders/tender_results)