



REQUEST FOR QUOTATION

FRAMEWORK AGREEMENT FOR PREMISES INSURANCE

ACF MOZAMBIQUE

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1. PREAMBLE

Action Contre la Faim (ACF) fights against the causes and effects of hunger and diseases which threaten the lives of children, women and men in vulnerable situations. Founded in France in 1979, Action Contre la Faim is a non-governmental, non-political, non-religious, and non-profit organization.

Present in the Mozambique since 2019, Action Contre la Faim strives to address the humanitarian issues identified today in the country, namely:

- Food insecurity and livelihoods,
- Nutrition, health and care practices,
- Water, sanitation, hygiene
- Advocacy
- Epidemiological risk.

2. PURPOSE OF THE QUOTE

Through these specifications, we are looking for one or more **insurance companies** capable of providing us with a policy that meets our various needs in our different areas of operation in Mozambique.

3. DESCRIPTION - TECHNICAL SPECIFICATIONS

Space for offices and furniture - Space where our staff are housed

The type of detailed cover must be specified:

- Property damage cover: compensation for the building in the event of an accident for which the insured is responsible (amount of cover, ceiling, exclusion)
- Theft - Fire - Acts of God cover
- Natural disasters cover
- Technological cover
- Political damage cover (attacks, risk of war, rebellion, etc.)
- All-accident damage cover
- Fire cover
- Repair in the event of rehabilitation needs
- Assistance

Your various proposals for the premises must show the costs of the cover below separately:

#	Locations	Type of building	Monthly rent in USD	Monthly rent in MZN	Total area (m2)	Number of room	Presence Annexes	Presence of a security system	No. of people Living in the place	Value of building assets	Cover	Remarks
1	Maputo	Office	\$750			2 rooms	No	security company Day & Night shift	5	to evaluate	Fire, buildings, equipment and staff property	
2	Maputo	Residence		MZN 148,200		3 Bedrooms; Lounge; Kitchen, Utility room; 2 bathrooms	Yes	security company Night shift	Family of 4	to evaluate	Fire, buildings, equipment and staff property	Log-HD house
3	Maputo	Residence				??	No		2	to evaluate	Fire, buildings, equipment and staff property	CD apartment
4	Pemba	Office		MZN 210,000	150	14 Bedrooms; 1 Kitchen, 4 bathrooms	Yes	security company Day & Night shift		to evaluate	Fire, buildings, equipment and staff property	
5	Pemba	Warehouse		MZN 104,651	230	1 room	No	security company Day & Night shift	0	to evaluate	Fire, buildings, equipment and staff property	
6	Pemba	Residence		MZN 117,000		2 Bedrooms; Lounge; Kitchen, 2 bathrooms	No	security company Day & Night shift	2	to evaluate	Fire, buildings, equipment and staff property	7 apartments
7	Macomia	Office-GH		MZN 35,000	160	4 Bedrooms; Kitchen, 2 bathrooms; 2 rooms	Yes	security company Day & Night shift		to evaluate	Fire, buildings, equipment and staff property	
8	Macomia	Warehouse		inclu		1 room	No	security company Day & Night shift	0	to evaluate	Fire, buildings, equipment and staff property	
9	Mueda	Office	\$448	MZN 3,200		7 rooms; 1 Kitchen, 2 bathrooms	Yes	security company Day & Night shift		to evaluate	Fire, buildings, equipment and staff property	
10	Mueda	Warehouse		MZN 60,200	300	4 rooms	No	security company Day & Night shift	0	to evaluate	Fire, buildings, equipment and staff property	
11	Mueda	Residence		MZN 100,000		3 Bedrooms; Lounge; Kitchen, 2 bathrooms	Yes	security company Day & Night shift	1	to evaluate	Fire, buildings, equipment and staff property	

4. EXPECTED SCHEDULE

Steps	Dates
Dissemination of the Call for quotation	17/06/2024
Deadline for submission of offers	28/06/2024, 5pm
Offers review and clarification	05/07/2024
Final negotiation deadline	12/07/2024
Agreement signature	22/07/2024

5. SELECTION CRITERIA

In addition to the quality of the offers and the fact that they correspond to ACF's expectations, ACF will take into account in the final choice of the service the following criteria:

- Detailed Technical and Administrative document of the supplier (Alvara, NUIT) -> 60%
- Financial offer, in MZN including at least: unit cost, VAT, etc... -> 40%
- Proposition annexes if any: Please, provide a financial offer in MZN including at least: unit cost, VAT, etc...
- Having a representation in Pemba is a plus
- Terms & conditions of payment
- Validity of offers

Depending on the ranking established, ACF reserves the right to negotiate with one or more candidates who have submitted a satisfactory offer in order to:

- Ensure that the bid meets the needs and constraints expressed in the specifications
- Request adjustments to the offer (deadlines, costs, etc.).

Documents to be supplied:

- These specifications, signed
- A technical file presenting the various proposals, which meets the specifications set out in the tender documents, together with any documents of added value
- The completed supplier questionnaire (appendix I).
- Proof of similar experience with other clients (NGOs, United Nations agencies, etc.)
- A detailed quotation. Prices must be net, excluding VAT and including VAT.
- The company's administrative documents certifying regularity with the Congolese Government.
- Validity of the offer.
- A sample contract

Note that ACF will pay attention to environmental and social issues.

6. SUBMISSION PROCEDURE

Any supplier interested in this quote request must submit their proposal to the following addresses: tender@mz-actioncontrelafaim.org

No later than Friday 28/06/2024, 5pm.

Loïc Pannetier
Logistic HoD



7. Appendix I: Supplier Questionnaire

RESERVED FOR THE SERVICE PROVIDER	
Company name :	
Creation date :	
Head office address :	
Telephone: Fax :	
Legal status :	
Activity(ies)	Site(s) concerned
1- GENERAL INFORMATION	
Company information :	
1. Are you a direct insurer or a broker? Please indicate your legal agreement, your civil liability and the financial risks covered.	
2. Where your company is currently registered? Please provide a copy of the company registration and brochure	

3. When was it registered? Please specify the year.

4. Number of employees? Please provide details for the last 3 years

Head office :

- 2023
- 2022
- 2021

In the territory of the Mozambique :

- 2023
- 2022
- 2021

5. Is your company part of an international enterprise?
If so, which one?

6. What are your worldwide sales in USD or EUR over the last 3 years?

- 2023
- 2022
- 2021

7. What is your net income in USD for the last 3 years?

- 2023
- 2022
- 2021

8. Please provide a financial statement for 2022 or 2021.

2- CUSTOMER REFERENCES

1. Have you worked with ACF in the past? If so, please specify the year and type of activity.

2. Do you currently provide an insurance policy for an ACF mission? If yes, please specify.

3. Have you provided other NGOs or humanitarian organizations with vehicle/building insurance that refers to you?
Please provide the names and contacts of 3 customers (NGOs, UN agencies, ICRC or IFRC) to whom you have provided the same type of service.

4. Please provide the names and contacts of 3 customers (public or private companies) to whom you have recently supplied the same type of products and services.

3- TECHNICAL CAPABILITIES

1. What's your main business?

2. What type of insurance do you offer?
Please enclose a copy of the insurance policy you can offer.

3. What other products or services can you offer?

4. What is your minimum lead time?

5. How do you apply solvency standards?

6. Are you able to offer nationwide coverage?

4- FINANCIAL CONDITIONS

1. Are you able to quote a price for each vehicle in our office / guest?

2. Do you offer fixed prices for 6 months / 1 year / 2 years / more?

3. Do you offer a discount? If so, please specify the conditions.

4. If not, what is the maximum annual price variation you can commit to?

5. When can you issue the invoice?

6. How much is the deductible?

5- LOT : RENTAL BUILDINGS AND GUESTS

1. Do you have operators available 24/7 to provide assistance in the event of an incident?

2. Can you offer coverage for buildings in war zones?

3. Can you offer coverage for buildings damaged by natural disasters (earthquakes, floods, volcanic eruptions, etc.)?

4. Can you provide coverage for other people (ACF and non-ACF) on ACF premises (office/guest)?

5. What is the maximum time limit for making a claim?

6. What documents do I need to report a claim?

7. What are your warranty conditions?

8. What are your turnaround times for contracted services?

9. From what amount of sinistre do you make recourse to an expertise?
Thank you for detailing the process.

10. What is the compensation method for goods? Will the goods be reimbursed at new value or at deducted value?
11. What procedure should I follow and what documents do I need to provide if I change address?
6- LOT : Ecofriendly criteria
1. Demonstrate that the company does not invest in fossil fuels or modern slavery
2. Demonstrate whether the company supports the financing of environmental or social projects: type Preservation and regeneration of biodiversity
3. Proposal of reductions on contributions for companies labeled CSR and/or ISO 26000
4. Proposal for Socially Responsible Investment (advice for micro-entrepreneurs in the region, financing of SD programs)
5. Demonstrate the Climate commitment linked to the Respect 2015 Paris Agreement 1.5°C (commitment under the Science base Target (and possibly a signatory of the Net Zero signatory)

- Prices are firm and non-revisable during the bid validity period.
- The quotation validity period is extended to a minimum of 120 days (one hundred and twenty days).
- This quotation request does not bind Action Contre la Faim.
- Information on this quotation request is confidential.

.....
 Company representative
 (Company stamp and signature)
 Full name