



REQUEST FOR QUOTATION

4*4 VEHICLE 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, ACF is a non-governmental, non-political, non-religious, and non-profit organization.

Present in the Mozambique since 2019, ACF 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

The objective of this call for quotation is to solicit competitive offers to be able to sign a contract for insurance of 3 vehicle 4*4 in 2023.

3. DESCRIPTION - TECHNICAL SPECIFICATIONS

ACF will have to sign insurance for 3 vehicles, currently under procurement. They will be based in Cabo Delgado province. Here is some details:

- 2 Hilux Double Cabin 5 seater Diesel LHD, manufacture year: 2022-2023
➔ Unit cost: 2 405 607 MZN
- 1 Land Cruiser 78 Hardtop,13 Places (Airbags, Climatisation, ABS, Galerie de Toit), Modèle: HZJ78LRJMRS, manufacture year: 2022-2023
➔ Unit cost : 5 072 296 MZN

a. Price matrix

Action Contre la Faim (ACF) currently has a fleet of 3 vehicles in Cabo Delgado province in 2023 and plan procurement of more for 2024.

- 1) Insurance cover for vehicles - All risks
- 2) Insurance cover for vehicles - Material damage
- 3) Insurance cover for vehicles - Civil liability
- 4) Insurance cover for vehicles - individual occupant

- 5) Insurance cover for vehicles - Fire
- 6) Insurance cover for vehicles - theft

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

- Material damage cover: compensation for the vehicle in the event of an accident for which the insured is responsible
- Driver's cover: payment of bodily injury and medical expenses incurred by the driver in the event of an accident (amount of cover, ceiling, exclusions)
- All-accident damage cover
- Theft - Fire - Acts of God cover
- Glass Breakage cover
- Natural disasters cover
- Technological cover
- Political damage cover (attacks, risk of war, rebellion, etc.)
- Assistance
- Various options (breakdown assistance, etc.)

Please confirm whether these cover options can be chosen individually without taking out comprehensive insurance. I enclose below a list of the cover you would like.

Table of minimum Guarantees required				
N°	NATURE OF THE GUARANTEE	Amount	Franchises	Comment
1	Material damage cover: compensation for vehicles in the event of an accident for which the insured is responsible			
2	Driver's cover: payment of bodily injury and medical expenses incurred by the driver in the event of an accident (amount covered, ceiling, exclusions).			
3	All-accident cover			
4	Theft, fire and natural forces cover			
5	Glass Breakage Guarantee			
6	Natural disasters guarantee			
7	The Technology Guarantee			
8	Political damage cover (attac rebellion, etc.)			
9	Assistance			
10	Miscellan			
	Net			

b. Supplier questionnaire

The following questionnaire is an integral part of the technical dossier and all questions must be answered and submitted with the offer in order to qualify.

Company Information:		
1	Are you a direct insurer or a broker? Please provide your legal agreement, your civil responsibility and the financial risks covered.	
2	Where your company is currently registered? Please provide a copy of the Registration. Please provide a company brochure	
3	When was it registered (year)?	
4	Number of employees in 2023?	

5	Is your company part of an international company? Which one?	
6	Are you working with international partners? - Name of corporate office: - Local offices : - Date of collaboration :	
7	Are you working with local partner (for example with local insurance registered in ACF's countries listed in the RFI)?	
Customer References:		
8	Have you supplied to others NGOs or humanitarian organizations, with a world Auto insurance that would act as a reference site for you? Please provide names and contacts of 3 customers (Humanitarian NGOs or UN bodies or ICRC or IFRC) to whom you have recently provided the same kind of services: 1. Name Contact Email Tel Year of collaboration 2. Name Contact Email Tel Year of collaboration 3. Name Contact Email Tel Year of collaboration	
9	Please provide names and contacts of 3 customers (public or private companies) to whom you have recently provided the same kind of products / services: 1. Name Contact Email Tel Year of collaboration 2. Name Contact Email Tel Year of collaboration 3. Name Contact Email Tel Year of collaboration	
Technical Capacity:		
10	What is your core activity?	
11	What type of insurance do you propose?	
12	What other products / services do you offer?	
13	How do you apply Solvency II norms?	
Financial Conditions:		
14	Do you propose fixed prices for 6 months / 1 year / 2 years/ more?	
15	Do you offer a large fleet discount?	
16	If not, what is the annual maximum price variation you can commit on (no more than 2% price increase, for instance)?	
17	When do you issue the invoice?	
18	What is the currency of reimbursement? (Euro, USD, local money?)	
Customer service and support:		
19	Do you have operators on call 24/7 to provide assistance to ACF staff in the field?	

20	How many operators do you currently employ?	
21	What languages are you able to answer in?	
22	Are you able to offer coverage for vehicles in war zones?	
23	Are you able to offer coverage for vehicles damages by natural disasters (earthquake, flood, volcanic eruptions, windstorm, etc.)?	
24	Are you able to offer coverage for ACF's national staff in case of bodily injured caused by an accident? (please give details of your proposal)	
25	Are you able to offer coverage for other carried person in ACF's vehicle? (please give details of your proposal)	
26	Are you able to offer coverage for communication equipment (radio, sat phone, etc.) as part of vehicle? (please precise limits & reimbursement)	
27	How many quotations do you require from different workshops to authorize a repair?	
28	More generally, what documentation do you require in case of damage/injury? Please precise process and lead time to send required documentation to your office?	
29	In case of auto accident, do you offer coverage that pays for necessary medical and funeral expenses for covered persons?	
30	Do you have an emergency procedure? In order to evacuate an injured person back to his country of origin for treatment?	
31	What is the maximum lead time you can engage yourself to answer in? For evacuation? Reparation? Reimbursement?	
32	Do you have registered mechanics workshops? Please provide at least the list.	
33	If an accident happened in a region where the medical structure or the mechanics workshop registered cannot access, what does happen?	
Obligation as Insured		
34	Do the Insured have to subscribe local liability coverage?	

35	If the local automobile liability insurance doesn't indemnify the bodily injury or the property damage, do you indemnify the Insured?	
36	Which minimum equipment should Insured vehicles have at their disposal?	
Sustainable Procurement Criteria		
37	Demonstrate that the company does not invest in fossil fuels or modern slavery	
38	Demonstrate whether the company supports the financing of environmental or social projects: type Preservation and regeneration of biodiversity	
39	Proposal for Socially Responsible Investment (advice for micro-entrepreneurs in the region, financing of SD programs) Transmission when submitting offers, in the technical offer	

4. EXPECTED SCHEDULE

Steps	Dates
Dissemination of the Call for quotation	17/11/2023
Deadline for submission of offers	01/12/2023, 5pm
Offers review and clarification	08/12/2023,
Final negotiation deadline	15/12/2023,
Agreement signature	16/12/2023,

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:

- Administrative document of the supplier (Alvara, NUIT)
- Detailed of the service
- Financial offer, in MZN including at least: unit cost, VAT, etc...
- Proposition annexes if any: Please, provide a financial offer in MZN including at least: unit cost, VAT, etc...
- Terms & conditions of payment: Bank transfer expected
- Validity of offers: 1 year minimum

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 1st of December at 5:00 p.m.

Loic Pannetier
Logistic HoD

ACF makes no commitment to respond to this request for a quote.