

## **LOCAL COMPETITIVE BIDDING**

**Date of publication: 01 June 2021**

### **NOTICE OF INVITATION FOR PREQUALIFICATION FOR THE SERVICES OF INSURANCE BROKERS OF ECOWAS INSTITUTIONS.**

1. The Economic Community of West African States (ECOWAS) is a sub-regional multilateral organization created on 28 May 1975 and composed of fifteen (15) Member States. ECOWAS currently maintains Staff benefit Insurance policies for all Staff members of its five Institutions and Agencies and Asset policies for three of its Institutions domiciled in Nigeria. Article 48 of the ECOWAS Staff Regulations makes it compulsory for all Institutions and agencies to subscribe to an Accident and Group Life insurance policy.
2. ECOWAS wishes to engage the services of brokers with specific expertise, proven track records and experience to handle its Insurances. ECOWAS is seeking written proposals from brokerage firms to provide Insurance services that include but not limited to risk handling, Insurance placement and servicing, risk exposure analysis, as well as general Insurance advisory services and claims assistance. The selected brokerage firms will work directly with ECOWAS Administration on insurance coverages, renewals and claims administration.
3. The scope of work of the Brokers shall include but not limited to:
  - ✓ Assisting ECOWAS in selecting dependable underwriters with sound financials
  - ✓ Accessing the Risk of ECOWAS to identify arrears of exposures
  - ✓ Placing the risk with selected insurers
  - ✓ Obtaining the best cover and the most competitive rates
  - ✓ Helping ECOWAS in processing of Claims and ensuring urgent claim settlement
  - ✓ Enlightening ECOWAS on ways of improving its risks
  - ✓ Ensure the cost and administrative effectiveness of the programme as well as enhancing the scope and depth of cover under each policy.
4. The Department of General Administration & Conference of the ECOWAS Commission thereby requests from eligible companies to indicate their interest in providing these services. Interested companies must provide the following information showing that they are qualified to perform the services:

## GENERAL REQUIREMENTS FOR BROKERS

- ✓ Duly Signed and Stamped introductory letter by the company's authorized signatory;
- ✓ Not be in cessation of activity (bankruptcy), The bidder SHALL provide the relevant document; (certificate of non-bankruptcy or a declaration on the honor of non-bankruptcy);
- ✓ Certified True copy of Certificate of Incorporation / Registration delivered by the Relevant Authority of the bidder country such as Corporate Affairs Commission (CAC) for Nigeria;
- ✓ Certified True copy of current Operating License issued by your Regulatory Authority;
- ✓ Certified true copy of Company's Annual Audited Accounts for the last five (5) years (2016, 2017, 2018, 2019 & 2020) certified by your Regulatory Authority with Approval Letter from the Regulator;
- ✓ Certified True Copy of Tax Clearance Certificate for the last five (5) years (2016, 2017, 2018, 2019 & 2020) delivered by the Relevant Authority;
- ✓ Certified True copy of Company's Group Life Insurance Certificate;
- ✓ Evidence to prove number of years of insurance experience;
- ✓ Management profile;
- ✓ List of names & contact details of top ten (10) clients;
- ✓ Letter of reference from your bankers indicating ascertaining your financial capacity;
- ✓ Evidence of having managed Insurances of Multilateral/Regional or Multinational Organization. (Bidders SHALL Provide signed Contract or Job Completion Certificate).

## SPECIFIC REQUIREMENTS FOR BROKERS

- ✓ Evidence of supervising claims payments of over **N100m or \$500,000** from January 2016 to date;
- ✓ Certified True copy of Professional indemnity cover by Relevant Authority;
- ✓ List and contact details of company's branches;
- ✓ Evidence of company, having a representative office in Abuja;
- ✓ Evidence of having international partners/Affiliate & offices outside operating country;
- ✓ Write-up on how you intend to execute the project if selected.

**NB / Brokers are expected to bring a strong network of connections and contacts in the Insurance market including evidence of providing services to organizations with similar size and structure to ECOWAS.**

**Please note that all the above requirements are mandatory for the acceptance of the bids. The Non-Submission of any of these documents will lead to the disqualification of the Bidder.**

5. Interested eligible companies may obtain further information at **Procurement Division, Directorate of General Administration, ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District, P.M.B. 401 Abuja, Nigeria. Email: [procurement@ecowas.int](mailto:procurement@ecowas.int) with copy to [cdeh@ecowas.int](mailto:cdeh@ecowas.int) ; [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) ; [oolu-ibukun@ecowas.int](mailto:oolu-ibukun@ecowas.int); [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [afallah@ecowas.int](mailto:afallah@ecowas.int)**

6. The attention of interested Consultants is particularly drawn to Article 117 of the ECOWAS Procurement Code (“Infringements by Candidates, Bidders and Awardees”), providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per “Article 118 of the ECOWAS Procurement Code.
7. **All submissions (1 Original + 3 Copies + one (1) USB drive including the electronic copy of the submission)** should be delivered in a sealed envelope and deposited in the ECOWAS Tender Box located in the **Directorate of General Administration, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria. and clearly marked:**  
  
**“Invitation for Prequalification for the Services of Insurance Brokers of ECOWAS Commission, Do Not Open, Except in Presence of the ECOWAS OPENING COMMITTEE”** on or before **Thursday 22<sup>nd</sup> July 2021 at 11.00am, Nigeria Time at the latest.**
8. This invitation for Bids can be also consulted on: <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

**Vafolay M. TULAY**  
Commissioner, General Administration & Conference