



Date : 12/12/2023

Req. No. : 20230034152

Date : 27/11/2023

**Subject : RFQ for Insurance Service.**

Quotations are hereby invited from your organization of the following item under the Terms and Conditions mentioned below on your Letter Head Pad.

| S/Lot / Pkg No. | Goods Name | Specification   | M. Unit | Qty. | Unit Price            | Total Price |
|-----------------|------------|---|---------|------|-----------------------|-------------|
|                 |            |   |         |      | (Including VAT & Tax) |             |
| 1               | Insurance  | Insurance Coverage Service for (1) Fire &/ or Lightning, (2) Riot and Strike damage, (3) Flood, (4) Cyclone, (5) Earthquake (Fire & Shock). Details TOR and Annexure-01 attached. (You are requested to fill up the annexure-01). | Job     | 1    |                       |             |

**Grand Total (up to delivery place) :**

In Word :

\*Note: For detailed specification additional papers may be affixed

**Terms & Conditions:****Quotations to be submitted on the date 17/12/2023 by time 03:00:00 PM**

a) Quotations to be submitted through email to: tenderinfo.hcmp@brac.net and to be written on the e-mail subject line Quotation for RFQ/IFT/RFP. No. BPD/MEAS/2023/RFQ-7085 date: 12/12/2023

Note: Pre-bid meeting: A pre-bid meeting shall be schedule on December 13, 2023 at 11:30 am.

Meeting link: meet.google.com/csw-meso-uyg

b) Delivery time and place: Insurance coverage from the date of purchase order/contract at BRAC (HCMP), Coss Bazar. The quoted price should be including of all other necessary related cost. No extra payments will be made for those purpose by BRAC.

c) Warranty: N/A

d) Inspection: Inspection will be carried out by concerned technical person before receiving the goods which will be ensured by the respective program of BRAC. / Not applicable

e) Sample: N/A

f) Offer Validity: 30 days from the date of submission.

g) Final evaluation will be done on the basis of weight and average.

**Note :**

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The societies  
Registration Act of 1860

Name : Mohammad Monir Uddin, Designation : Senior Officer, Procurement , E-Mail : monir.uddin@brac.net, Phone:



h) Payment: Payment will be transferred to your company bank account directly after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name and e-mail address in the Invoice / Bill through a seal.

i) Partial Payment against partial delivery is allowed.

j) Depending on the final requirements; the quantity shown may be increased or decreased by up to 15% and this shall be reflected in the purchase order

k) Alternative Offer: Alternative offer will not be accepted.

l) Child Labor: Vendors shall comply with locally applicable law regarding child labor.

m) Only one organization can participate in the bidding process under same proprietorship or family. If found more than one organization under above condition both the organizations will be termed as non-responsive.

n) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail.

**Other Terms & Conditions :**

a) The T&C will be apply as per Bangladesh insurance ACT and other T&C will be based on mutually agree by both parties which will be applicable in PO/Contract.

b) Income Tax & VAT will be deducted at source as per Govt. Rule, if applicable.

c) Following Documents are to be submitted (for non-enlisted bidder): if applicable then write 'A' and if not applicable then write 'NA'.

| SL Particular  | Applicable/Not applicable |
|--|---------------------------|
| i Copy of update Trade license                         | A                         |
| ii Copy of BIN Certificate                             | A                         |
| iii Up to date copy of Tax Certificate Payment/Receipt | A                         |

d) During the participation in any tendering/enlistment process, if any vendor provides fake document, they will be banned from business with BRAC for certain years as per BRAC Procurement Guideline.

e) BRAC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

f) For any further clarification any bidder may contact Tel: 01847455834 or email to monir.uddin@brac.net.

g) If the supplier surrenders or declines their quotation after quotation submission deadline,

BRAC reserves the right to suspend the supplier to participate in any bidding process for a certain period of time, or fully excluded from the Vendor enlistment list.

h) If the supplier fails to deliver the consignment within the stipulated time or declines after

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accepting purchase order, BRAC reserves the right to suspend the supplier to participate in any bidding process for a certain period of time, or fully excluded from the Vendor enlistment list.

i) If the supplier fails to deliver the consignment within the stipulated time or declines after accepting purchase order, BRAC reserves the right to forfeit the Bid Security/Performance Security money fully or partially as applicable with own discretion of BRAC.

j) The Supplier must guarantee that it complies with all applicable Anti-Terrorism Laws and does not engage in or conspire to engage in any transaction that evades or avoids, or has the purpose of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any Anti-Terrorism Law. "Anti-Terrorism Laws" shall mean any laws relating to terrorism or money laundering, including: Anti-Terrorism Act of 2009 (as may from time to time be amended, renewed, extended, or replaced) and any international conventions related to terrorism and counter-terrorism.

k) BRAC recognizes the empowerment of women and girls as fundamental to the organizations vision and mission. Women and gender-diverse individuals are encouraged to participate in the procurement. Without compromising organizational compliance in procurement, the selection of the supplier/vendor would be finalized.

**Award Notification :**

Only the successful bidder will be notified.

Thanking you

For, BRAC

Arshadul Haque  
Sr. Manager, Procurement

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**Annexure-01**  
**Insurance coverage checklist**

| SL | Insurance Coverage                               | Yes/No | Remarks |
|----|--|--------|---------|
| 1  | Insurance Coverage for Fire &/ or Lightning      |        |         |
| 2  | Insurance Coverage for Riot and Strike damage.   |        |         |
| 3  | Insurance Coverage for Flood.                    |        |         |
| 4  | Insurance Coverage for Cyclone.                  |        |         |
| 5  | Insurance Coverage for Earthquake (Fire & Shock) |        |         |

**Bidder Documents Checklist**

**The following documents and Information are provided and attached along with the bid)**

| SL | Technical Information and Documents | Documents and Information   | Provided) (Tick -Yes/No) | Remarks |
|----|-------------------------------------|---|--------------------------|---------|
| 1  | Organization Profile                | <b>Information included in the organization profile.</b><br>a) Management Team & Structures<br>b) Organizational Strength and Geographical Coverage<br>i) Total Number of branches across the country<br>c) Customer and Industry coverage ( <b>List of clients and industry</b> )<br>d) Other information related to General Insurance coverage. | Yes:<br><br>No:          |         |
|    |                                     | e) Provided Trade License, VAT, BIN, and other proven documents.  | Yes:<br>No:              |         |
| 2  | Experience proof documents          | Provided the proven previous experience documents. ( <b>relevant insured copy of clients</b> )  | Yes:<br>No:              |         |
| 3  | Credit rating Certificate           | Provided the Credit rating, Award and achievement, and quality of service proof documents and certificates  | Yes:<br>No:              |         |
| 4  | Claim settlement history statement  | Claim settlement history/statement in the past three years.   | Yes:<br>No:              |         |
| 5  | Claim settlement Lead time          | Clain Settlement lead time offer  | Working Days:-----       |         |
| 6  | Financial Turnover                  | Provided the Financial audit report of the last two years   | Yes:<br>No:              |         |
| 7  | Financial Offer                     | Financial Offer for insurance service as per ToR and RFQ  | Yes:<br>No:              |         |

-----  
Name, (Seal & Signature)



## **TERMS OF REFERENCE (TOR)**

Insurance Coverage for Warehouse in  
Kutupalong, Ukhiya, Cox's Bazar.

BRAC  
Plot#42, Block# C  
PWD Hotel Zone  
Kolatoli, Cox's Bazar

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## TERMS OF REFERENCE (TOR)

Insurance Coverage for warehouse in Kutupalong-Ukhiya, Cox's Bazar.

### 1. Introduction

The BRAC Humanitarian Crisis Management Programme is an essential initiative dedicated to addressing the needs of forcibly displaced Myanmar nationals (FDMNs) who have sought refuge in Bangladesh. The Rohingya crisis, which began in August 2017, led to a massive influx of FDMNs into Bangladesh's Cox's Bazar district. BRAC, one of the world's largest non-governmental organizations, has been at the forefront of providing humanitarian assistance, and support to the FDMNs.

### 2. Background

The Rohingya crisis forced over a million people to flee to Bangladesh due to violence in Myanmar's Rakhine state. BRAC, established in Bangladesh in 1972, has a history of responding to humanitarian crises. With its experience and infrastructure, BRAC is well-equipped to assist the FDMNs during this unprecedented crisis.

Warehouses are critical to BRAC's Humanitarian Crisis Management Programme, enabling the organization to meet the immediate and long-term needs of FDMNs. Well-stocked warehouses near refugee camps ensure the availability of relief items, shelter materials, educational resources, medical supplies, vocational training materials, and community engagement resources.

Securing insurance for these warehouses is essential for risk mitigation, operational continuity, cost-effective risk management, and resource protection. It instills confidence in donors, beneficiaries, and stakeholders, enhances preparedness, and ensures compliance with regulations. Warehouse insurance is integral to responsible and effective humanitarian efforts, allowing BRAC to assist and empower forcibly displaced Myanmar nationals while managing risks responsibly.

### 3. Objective:

- a. Ensure compliance with obligations, providing the policyholder with assurance that potential risks associated with the warehouse operations are adequately addressed and covered.
- b. Safeguard the financial interests of the policyholder by providing coverage for physical damage or loss to the warehouse inventories.
- c. Assist in effective risk management by providing coverage for a range of perils, such as fire, riot and strike, earthquake, flood and cyclone, helping to mitigate the financial impact of such unforeseen events.
- d. Protect the insured from potential liabilities by addressing third-party claims for injury or property damage that may occur within the insured warehouse premises.

### 4. Aim:

The insurance policy aims to cover the risks associated with inventories of the designated warehouses situated in Kutupalong, Ukhiya Upazila.

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**5. Period:**

One year from the inception date unless it is terminated/renewed (Expected inception date is 01 January 2024).

**6. Primary Details for Insurance****a. Scope of Insurance**

- Fire &/ or Lightning
- Riot and Strike damage
- Flood
- Cyclone
- Earthquake (Fire & Shock)

**b. Fire &/ or Lightning Insurance Including Electric Short Circuit**

**Policy Cover:** A fire insurance policy covers actual fire losses and any of the following losses consequent upon fire including electric short circuit:

- i. Damages caused to inventories because of collapse of roof or side wall due to fire.
- ii. Damages caused to inventories at the time of removing it in the hot haste from warehouse under fire. All losses caused due to efforts in extinguishing fire.
- iii. Damages caused by lighting are covered under fire policy.
- iv. It covers the risk of ignition which ultimately spreads into fire, it will be covered by fire insurance policy.

**c. Riot and Strike Damage**

**Policy Cover:** A Riot and strike damage insurance policy covers actual losses and any of the following losses consequent upon Riot and Strike incidents:

- i. This coverage insures against direct physical damage to specified warehouse property caused by riots, strikes, civil commotion or any political turmoil.
- ii. This coverage insures against losses that are indirectly caused by a covered riot, strike, civil war or political unrest.
- iii. This coverage insures against damage to property caused by terrorism, sabotage or vandalism, which may or may not be directly related to a riot, strike, or civil commotion.
- iv. This policy extends coverage based on forcible entry into or exit from the warehouse premises. Compensation is applicable solely in cases involving break-ins or forcible exits, coupled with instances of inventory snatching.

**d. Flood/Flash Flood:**

**Policy Cover:** A flood damage insurance policy covers actual losses and any of the following losses consequent upon flood:

- i. Provides coverage for direct physical damage to warehouse property caused by flood/flash flood, including loss or damage to the warehouse shades, inventory, and other property.
- ii. Provides coverage for the cost of demolishing and removing damaged property that cannot be repaired or restored following a covered flood/flash flood.
- iii. Provides coverage for the cost of spoiled inventory due to a covered flood/flash flood. This will include all inventory items declared spoiled.
- iv. Policy will also cover the costs of repairing damages to the premises in the course of flood/flash flood.

**e. Cyclone:****Policy Cover:**

A Cyclone damage insurance policy covers actual losses and any of the following losses consequent upon flood:

- i. Provides comprehensive coverage for structural and inventory damage to the warehouse premises caused by cyclonic events or natural calamities.
- ii. Safeguarding coverage for inventory losses or damages incurred due to cyclone, ensuring reimbursement.
- iii. Coverage for expenses related to reconstruction of warehouse sheds and storing goods during the restoration of the warehouse post-cyclone.

**f. Earthquake (Fire & Shock)**

**Policy Cover:** An earthquake damage insurance policy covers actual losses and any of the following losses consequent upon earthquake:

- i. This coverage provides compensation for the actual losses incurred from physical damage to the warehouse structure caused by earthquake-induced fire and shock.
- ii. This coverage provides reimbursement for losses to warehouse inventory and contents resulting from earthquake-related damage, including fire and shock impacts.
- iii. This coverage provides reimbursement for the cost of removing debris generated by earthquake damage.

**7. Evaluation Criteria (Segment) criteria:**

| SI No. | Criteria                      | Allocated points |
|--------|-------------------------------|------------------|
| a)     | Technical Evaluation Criteria | 60 Percent       |
| b)     | Financial Competitiveness     | 40 Percent       |

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### 8. Evaluation Process with scoring criteria:

| Sl. no                       | Technical Capability Criteria  | Assigned score |
|------------------------------|--|----------------|
| 1                            | <p><b>Organization Profile (The following information should contain)</b></p> <ul style="list-style-type: none"> <li>a) Management Team &amp; Structures</li> <li>b) Minimum 5 years of Business Experience In the area of General Insurance (Valid trade license copy)</li> <li>c) Organizational Strength and Geographical Coverage               <ul style="list-style-type: none"> <li>i) Total Number of branches across the country</li> </ul> </li> <li>d) Customer and Industry coverage (List of clients and industry)</li> <li>e) Other information related to General Insurance coverage.</li> </ul> <p><b>Need to submit authentic documents and information for the above-mentioned criteria and proven experience copy.</b><br/>(5 years or above- 10, 3 years- 08, 2 years- 05, 01 year and below -0)</p> | 10             |
| 2                            | <p><b>Previous experience and Client Reference:</b><br/>Experience with Specific/Relevant Jobs with 05 Organizations with below client's category)</p> <ul style="list-style-type: none"> <li>a) Experience with UN/International Organization /Diplomatic Mission</li> <li>b) Experience with INGO/NGO/Development organizations</li> <li>c) Experience with MNC/Bank/Non-Bank Financial Institute.</li> <li>d) Experience with Reputed Group of Companies</li> </ul> <p><b>Note: Existing Insurance Service list and the proven insured copy (Mandatory)</b><br/>(4 points for each client - maximum 20 points)</p>  | 20             |
| 3                            | <p><b>Credit rating, Award &amp; Achievement and quality of service</b><br/><b>Note:</b> (Provide the valid proof supporting documents/certificate)</p> <p>(For AAA/AAA+ = 20, AA/AA+ =15, A/A+=10 &amp; below A=5)</p>  | 20             |
| 4                            | <p><b>Claim settlement history in the past three years</b><br/>Total Claim settlement Insurance (100% settlement- 15, 99-90% settlement- 10, 90-80% Settlement- 05, below 80% settlement- 0)</p> <p><b>Note: Bidder needs to provide proven and authentic documents.</b></p>   | 15             |
| 5                            | <p><b>Claim settlement duration.</b><br/>(Within 15 working days- 15, within 30 working days- 10, above 30 working days- 0)</p> <p><b>Note: Please mention the claim settlement duration in your bid.</b></p>  | 15             |
| 6                            | <p><b>Financial Turnover/Contracts (BDT)</b><br/>Provide the Financial Audit Report of recent 2 years of the organization or list of purchase order amounting)</p> <p>[ 20 points <math>\geq</math> 10 crore average, 10 points <math>&gt;</math> 5 crore average, Below 5 crore average=0]</p>  | 20             |
| <b>Total Technical Score</b> |  | <b>100</b>     |

**Essential Criteria:**

- Up-to-date legal documents Trade License/Certificate of incorporation, VAT registration or BIN and TIN certificate & other documents to prove the legal status of the company.
- Bidders are not prohibited parties or blacklisted with the government & any other agencies.

**9. List of Inventories along with price****Annex-1 (Please find the annex for list of inventory)****10. Submission of Proposals:**

Interested insurance companies are invited to submit their proposals in response to this TOR. The submission deadline and instructions for submission will be communicated separately.

**11. Right to Reject:**

BRAC HCMP reserves the right to reject any or all quotations and is not obligated to accept the lowest-priced quotation.

**12. Data Protection and Confidentiality:**

It should address the following:

- Protection of sensitive information
- This document contains confidential information intended solely for the use of the individual or entity to whom it is addressed.
- Legal and ethical obligations
- Mitigation of risks related to data breaches
- Building trust with stakeholders
- Digital Security Act 2018 to be followed

**13. Safeguarding:**

- BRAC holds a principle of safeguarding against abuse, harassment, bullying, discrimination, intimidation and violence, and neglect and exploitation. The vendor must adhere to the safeguarding principles.
- The vendor must ensure that children are protected from the issues mentioned above.
- The vendor must ensure that any allegations, suspicions, and incidents of abuse are reported immediately to BRAC in a strictly confidential manner.

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