



**FIJI REVENUE AND
CUSTOMS SERVICE**

SPECIFICATIONS FOR

TENDER NO. 17/2024 – INSURANCE BROKERAGE SERVICE

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Advertisement

The following excerpts and addendums are from the original advertisement for the Fiji Revenue and Customs Service, as published in the local media. These should serve as the foundation for preparing and submitting your proposals.



**FIJI REVENUE AND
CUSTOMS SERVICE**

Tender

RFT No. 17/2024 – Insurance Brokerage Service

FRCS invites tenders from reputable brokers for the provision of the following insurance services.

1. Staff Medical Insurance

Interested parties will be provided with tender specifications and are expected to submit their proposals based on these guidelines. Detailed tender specifications are available from the FRCS website <https://www.frcs.org.fj/tenders/>

For queries, please email at tenders@frcs.org.fj

FRCS is not obligated to accept the lowest or any tender. It reserves the right to accept or reject any or all submissions without providing reasons.

All tenders to be sent in a sealed envelope marked “Tender No. 17/2024 - Insurance Brokerage Service” and should be addressed to:

**The Chairman,
FRCS Tender Board,
Fiji Revenue and Customs Service,
Private Mail Bag,
Suva, Fiji**

Tenders can also be placed in the Tender Box located at Fiji Revenue and Customs Service Complex, Building 2, Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji no later than **12pm** on **20th December 2024.**

World Class Vision

1.0 General Terms and Conditions

The following general terms and conditions will apply.

1.1 Format of Response

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization;
- b. Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the proposal, including their expected roles in negotiations; and
- c. Provide a contact name, address, facsimile number and email address, which FRCS will use in serving notices to the bidder.

1.2 Late Submissions

Submissions received within Five minutes of the closing time will be accepted. Five minutes is allowed as variation for any timing difference.

1.3 Applicants to Inform Themselves

Each applicant should:

- a. Examine this specifications document; and any documents referred to within; and any other information made available by FRCS to the applicants;
- b. Obtain any further information about the facts, risks and other circumstances relevant to the Tender by making all lawful inquiries;
- c. Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.

By submitting their proposal, applicants will be deemed to have:

- a. Examined the Tender specifications and any other information made available in writing by FRCS to the applicants.

- b. Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.

1.4 Bidder's Risk

FRCS accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the Tender or any participation in the process.

1.5 Selection of Preferred Applicant

FRCS reserves the right not to select any proposal as the preferred solution(s). The FRCS Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FRCS reserves the right to cancel this Tender and pursue an alternative course of action at any time. Selection of Preferred Applicant will not be acceptance of the proposal, and no binding relationship will exist between the preferred applicant(s) and FRCS until a written agreement acceptable by FRCS is executed by an authorized officer of FRCS and the successful applicant(s).

1.6 Conduct of Applicants

Conduct of Applicants or any of their consortium members, may affect the outcome of their responses, including non-consideration of the proposal. Applicants warrant to FRCS that they (and their consortium members) have not and will not engage in any of the following activities in relation to this EOI process:

- a. Lobbying of or discussions with any politician or political groups during this Tender process;
- b. Attempts to contact or discuss the EOI process with officers, any member or staff or contractor currently working in FRCS or any agent of this Department; Exception to Evaluation Committee members.
- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- d. Accepting or providing secret commissions;

- e. Seeking to influence any decisions of FRCS by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.7 Currency

All currency in the proposal shall be quoted in Fijian Dollars and prices shall be VAT Inclusive.

1.8 Corporate Information

Each applicant must provide the following information:

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration);
- b. Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company;
- c. A comprehensive overview of the company's current operations, accompanied by the latest audited financial statement.;
- d. A copy of the company's Certificate of Incorporation;
- e. Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding;
- f. Provision of details of any legal proceedings that are being done against the company.

1.9 Qualifications and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal. (Tax, VAT and FNPF).
- b. Be able to demonstrate that it will be able to meet its financial obligations under this Tender.

1.10 Mergers, Acquisitions, Sales of Applicant

Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.

1.11 Enquiries

- All questions and enquiries regarding this EOI are to be made in writing via email or official letter.
- All questions and inquiries will be responded to in writing by email.

2.0 Verbal responses will not be considered binding on either party. Policy Options

Bidders are required to provide terms & conditions for the following policy options:

1. Medical Insurance

**The bidder may propose different plans for medical insurance cover when submitting interest for Medical Insurance Tender.*

Documents pertaining to Claims Experience shall be forwarded to bidders upon request or may be uplifted from our current broker, Marsh Pte Limited. Requests must be emailed to tenders@frcs.org.fj or you may liaise directly with our broker.

Bidders are encouraged to submit alternative policy options or financing options.

Terms & conditions may vary and will depend on the assessment undertaken by FRCS. When making a submission, bidders must submit two (2) hard copies with one marked "original" and the other marked "copy" and one (1) soft copy emailed to tenders@frcs.org.fj or presented to FRCS via a secured USB drive. All clarifications can be directed via email to tenders@frcs.org.fj

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