Minutes of the Bidders' Conference

Request for Proposals for comprehensive Motor Vehicle Insurance Coverage – Fleet of the African Development Bank

REF: ADB/RFP/CHGS/2020/0192

Date: Wednesday, 04 November 2020
Location: Zoom
Time: 10am

Summary of questions and responses provided by the bank, including those raised during the pre-bid conference held on 04 November 2020.

1. Introduction:
1.1. In accordance with the provisions of the RFP ADB/RFP/CHGS/2020/00192 published by the Bank, a non-compulsory conference was organized on 04 November 2020 for potential bidders.

1.2. The purpose of the conference was to provide clarifications and answers to the questions raised by potential bidders.

1.3. Thus, an overview of the contents of the RFP including the terms of reference, the various important dates and the nature of the services was clarified.

1.4. The User Department made a presentation recapitulating the details of the nature of the services, emphasizing on the information concerning the current policy/broker. They insisted on the different services, the responsibilities of the service provider, the mechanisms to be put in place. The User Department further informed that the project’s main objective is to recruit an eligible insurance and/or reinsurance brokerage firm or joint venture under a long term agreement initial period three (3) years with the possibility to renew the contract for one (1) additional period, for the provision of a blanket comprehensive coverage for the African Development Bank’s (AFDB) fleet of vehicles located in the AFDB’s headquarters based in Abidjan (Ivory Coast) and all other AFDB’s offices based in Africa.

He added that the AFDB’s goals in this procurement process is to implement an insurance policy with coverage of highest quality as well as obtaining from bidders a solid commitment regarding claims’ processing and settlement, so that the Bank feels strongly assisted and satisfied with the following result: responsiveness of claims’ payments on the overall insured perimeter. The Bank will follow up closely on the claims’ settlement operating mode, which will be attached to the insurance policies to make sure it is respected by the selected bidder.
He informed that Required coverage must include:

- Loss or physical damage to the insured vehicle caused by accidental or malicious damage and vandalism, natural events, fire, lightning, explosion, theft or attempted theft, including Vandalism generated by strike, riot, civil commotion, and Political Violence.
- Theft of auto-radio/CD player, and of other accessories,
- Breakage of glass/windscreen (up to a minimum limit of 1.000 GBP per claim);
- No Excess or Deductible

Bidders were informed that Third-party/Liability cover is not required in the present RFP, as it will be taken care of directly by the Bank in each field office separately, in order to comply with the local insurance regulation.

Bidders were briefed on 2018, 2019, 2020 claims records.

2. Explanation of the RFP document:
   a. Two Stage evaluation process
      - During the first stage, the Bank will conduct a detailed evaluation of the proposals to determine whether the technical aspects substantially meet the requirements specified in the Bidding Documents. To achieve this, the Bank will review the information provided by the Bidder. The Bank will also assess technical alternatives possibly proposed by the Bidder to determine whether they can legitimately be considered for the next stage of the evaluation.

      - The Second Stage Bid evaluation;
         - The bidder obtaining the minimum qualifying total technical score of 70 points or more will be eligible for the next stage of the evaluation.

   b. The Bank clarified the following specific points:
      - Compliance of offers with the submission deadline: Proposals must be submitted electronically exclusively through the following link: https://eprocurement.afdb.org/irj/portal and before the date and time indicated in the RFP. Proposals submitted after this deadline and via a link other than the one above will be rejected.

      - RFP forms: It is imperative to complete, sign and affix the company stamp on the forms.
3. **Instructions to Bidders**: the bidders were advised to carefully read the instructions before submitting their proposals and that it is their responsibility to ensure that the proposals have been properly prepared and correctly submitted by the closing date and time and electronically through the AfDB's online procurement portal mentioned above.

4. Then opened a series of questions and answers below:

<table>
<thead>
<tr>
<th>Questions asked by participants</th>
<th>The Bank’s Responses</th>
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<tbody>
<tr>
<td>1. Do you currently have such comprehensive motor insurance (incl. Political Violence)?</td>
<td>YES; we do</td>
</tr>
<tr>
<td>2. Are you currently purchase these insurances with brokers</td>
<td>YES; the bank works only with brokers of high-level reputation</td>
</tr>
<tr>
<td>3. When do you need to review</td>
<td>to review every 5 years (3 + 1 and 1)</td>
</tr>
<tr>
<td>4. Section 7 a and b. All forms to be signed</td>
<td>7a bid submission form 7b Eligibility to be signed. But section 8 and 9 just to be initialed and return</td>
</tr>
<tr>
<td>5. List of insured vehicles. Essential characteristics of the vehicles (power and load) not specified in the table while this information is given on the gray card</td>
<td>the markets we are targeting are markets where this type of risk exists. The type of product you are looking for is not available in Code CIMA.</td>
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<tr>
<td>6. With the current insurance are you at the end of the 5 years or reviewing after 3 years?</td>
<td>At the end of the 5 years</td>
</tr>
<tr>
<td>7. Have there been any issues with your current broker performance/claims or are you happy and just out to tender as required?</td>
<td>We are satisfied with the current broker; however, tender is required according to AFDB’s regulations</td>
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<td>8. What was the first inception date of the insurance with fully comprehensive cover? More than 5 years ago?</td>
<td>Yes, more than 5 years ago</td>
</tr>
<tr>
<td>9. Is there any further past claims data beyond the last 3 years you can supply please for 2016 and 2017?</td>
<td>No, but we may say that they would be quite similar to the ones already provided</td>
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</table>

5. The Bidders were given a presentation on how to submit proposals electronically. (See presentation attached)

6. Bidders have been informed of the possibility of submitting any questions for clarification no later than 6 November 2020 to tender@afdb.org. Answers to the questions will be sent to the bidders present at the conference and also posted on the Bank's website.

7. The conference ended at 4:00 p.m., the deadline for submitting bids via the AfDB's online procurement portal will be extended and a new date communicated in an amendment.

8. Bidders wishing to work with the Bank should register on its website at the following address: https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#.