



Request for Proposal (RFP)

Date:

05/24/2024

Subject:

Contracting an insurance broker for WCS Mozambique

Reference #:

NSR_PROC_RFP 0004/2024

Introduction:

The Wildlife Conservation Society (WCS) is a US non-profit private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity.

In Mozambique, WCS partners with the Government of Mozambique in the co-management of Niassa Special Reserve (42,000km²) and is as well implementing marine biodiversity projects around the country. WCS-Mozambique is seeking to contract an insurance broker to provide expert advice and guidance on all insurance-related matters to ensure the protection of its assets and employees.

Objectives:

- Conducting a thorough assessment of WCS's current insurance coverage and identifying any gaps or areas for improvement.
- Recommending appropriate insurance policies and coverage options tailored to WCS's specific needs and risk profile.
- Providing guidance and advice on insurance claims processing and settlement negotiations.
- Assisting WCS in risk management strategies and loss prevention measures.
- Maintaining up-to-date knowledge of insurance industry trends, regulations, and best practices.
- Facilitating communication between WCS and insurance providers to ensure efficient and effective insurance services.

Deliverables:

The insurance broker is expected to deliver the following:
Comprehensive assessment report of WCS's current insurance coverage.
Recommendations for insurance policies and coverage options.
Regular updates on insurance industry trends and best practices.
Timely assistance and support on insurance claims processing and settlements.
Periodic reports on risk management strategies and loss prevention measures

General
Require
ments:

The prospective insurance broker should possess the following qualifications and attributes:

- I. Accreditation and licensing as an insurance broker in Mozambique.
- II. Proven experience in providing insurance advisory services to non-profit organizations or similar entities.
- III. In-depth knowledge of insurance products, regulations, and market trends.
- IV. Strong communication and negotiation skills.
- V. Ability to work effectively with diverse stakeholders and partners.

Period of
Performance:

The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below.

Start Date: 01/07/2024

End Date: 30/06/2025

Proposal
Content:

All proposals must:

- Describe the qualifications, experience, and capabilities of the firm.

- Contain a detailed cost breakdown with applicable rates, taxes and other charges clearly identified.
- Provide at least 3 references of similar contracts with a description of the services provided, value of the contract, and the contract periods of performance.
- Include a contact name, email address, and telephone number to facilitate communication between WCS and the bidding firm.
- For proposals from a firm, provide a brief outline of the company and services offered, including:
 - Full legal name, jurisdiction of incorporation, and address of the company.
 - Full legal name and country of citizenry of company’s President, ChiefExecutive Officer, and/or all other principal officers of the company.
 - The year that the business was established.
- If a consortium of firms or a team of consultants submits a proposal jointly, the above information should be provided for each member of the team.

To ensure consideration, all quotes must be submitted in the following language and currency, and by the due date noted below:

Language: English/Portuguese
 Currency: MZN

Submission Instructions:

All proposals must be emailed to the address below with your proposal attached in one or more files (pdf preferred). DO NOT email your proposal to any other employee of WCS or deliver your proposal in hard copy to a WCS office. Failing to adhere to these instructions may make your proposal ineligible for consideration.

Email: wcsmozambique@wcs.org

Order of Events:

This procurement will be administered in accordance with the following dates (Subject to change at WCS’s sole discretion)

Date	Event
10/06/2024	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of WCS responses to questions. Questions and/or notice of intent to bid should be emailed to tbaira@wcs.org
15/06/2024	Date and answers to questions to questions will be distributed to all known prospective bidders.
21/06/2024	Last date for submission of proposals

Terms and Conditions:

- The Request for Proposal is not and shall not be considered an offer by WCS.
- All responses must be received on or before the date indicated of the RFP. All late responses will be rejected.

- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Your proposal must be valid for acceptance for a minimum period of 90 days from the closing date of this solicitation.
- All awards will be subject to WCS contractual terms and conditions and contingent on the availability of donor funding.
- WCS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors for such rejection or cancellation of the RFP.
- WCS reserves the right to accept all or part of the proposal when awarding the contract.
- All information provided by WCS in this RFP is offered in good faith. Individual items are subject to change at any time and all known intended bidders will be provided with notification of the changes.
- WCS reserves the right to require any bidder to enter into a non-disclosure agreement.
- Bidders are solely obligated to pay for all costs which may be incurred by the bidder or any third parties in connection with preparing the proposal.
- All proposals and supporting documentation shall become the property of WCS and shall be treated confidentially.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

Criteria for Selection:

WCS' evaluation of proposals will be based on the factors set out below. At the sole discretion of WCS, bidders maybe selected for follow up questions or to provide an oral presentation. WCS reserves the right to award the contract to the bidder whose proposal is deemed to be in the best interest of WCS. WCS will not award a contract to any bidder where there is indication of lack of business integrity.

Max points	Criterion
25	Price, inclusive of all cost and taxes
40	Technical Proposal
20	Experience
15	Key Staff CVs