



**FIJI REVENUE AND  
CUSTOMS SERVICE**

**SPECIFICATIONS FOR**

**RFT NO. 19/2023 – INSURANCE BROKERAGE SERVICE**

## TABLE OF CONTENTS

<b>Advertisement</b> .....	3
1.0 General Terms and Conditions.....	4
1.1 Format of Response.....	4
1.2 Late Submissions.....	4
1.3 Applicants to Inform Themselves.....	4
1.4 Bidder’s Risk.....	5
1.5 Selection of Preferred Applicant.....	5
1.6 Conduct of Applicants.....	5
1.7 Currency.....	6
1.8 Corporate Information.....	6
1.9 Qualifications and Capability.....	6
1.10 Merges, Acquisitions, Sales of Applicant.....	7
1.11 Enquiries.....	7
2.0 Technical Specification .....	7
2.1 Policy Options.....	7

## Advertisement

*The following are excerpts and addendums from the advertisement for Fiji Revenue and Customs Service as it originally appeared in the local media and should be used as the basis to submit your proposals:*



**FIJI REVENUE AND  
CUSTOMS SERVICE**

### Tender

#### RFT No. 19/2023 – Insurance Brokerage Service

The Fiji Revenue and Customs Service (FRCS) invites tenders from reputable brokers for the provision of the following insurance services.

- Property (Material Damage)
- Fidelity Guarantee
- Motor Vehicles
- Public Liability
- All Risk
- Directors and Officers Liability
- Travel Insurance

Interested bidders can obtain the detail tender specification documents from our website <https://www.frcs.org.fj/tenders/>

Further clarification and questions should be directed to FRCS Tender Secretariat via email [tenders@frcs.org.fj](mailto:tenders@frcs.org.fj)

The lowest or any Tender shall not necessarily be accepted. FRCS reserves the right to accept or reject any or all the submissions without providing the reasons.

All tenders to be sent in a sealed envelope marked “RFT No. 19/2023 - Insurance Brokerage Service” and should be addressed to:

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

Tenders can also be placed in the Tender Box located at Fiji Revenue & Customs Service Complex, Building 2, Level 4, Corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese, Suva, Fiji no later than **12pm** FJT on Monday **11<sup>th</sup> December 2023**.

No other methods of Submission will be accepted.

World Class Vision

## **1.0 General Terms and Conditions**

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**

No proposal will necessarily be selected by FRCS 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 TENDER process:

- a. Lobbying of or discussions with any politician or political groups during this Tender process;
- b. Attempts to contact or discuss the TENDER 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 Fiji 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 full description of current operations of the company including the most recent 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 TENDER are to be made in writing via email or official letter.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

## **2.0 Technical Specification**

The Authority currently owns two properties in Suva & Lautoka and operates out of several other locations;

- Suva
- Lautoka
- Nadi
- Sigatoka
- Rakiraki
- Levuka
- Labasa
- Savusavu
- Nausori

## **2.1 Policy Options**

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

1. Property (Material Damage)
2. Fidelity Guarantee
3. Motor Vehicles
4. Public Liability
5. All Risk
6. Directors & Officers Liability
7. Business Travel Insurance

Documents pertaining to Claims Experience shall be forwarded to bidders upon request or may be uplifted from our current broker, Aon (Fiji) Pte Limited. Requests must be emailed to [tenders@frcs.org.fj](mailto:tenders@frcs.org.fj) or you may liaise directly with our broker.

Property Values for the renewal period can be requested through the email address provided above.

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

Terms & conditions may vary and will depend on the assessment undertaken by FRCS.

**END**