



Walesi Pte Limited

www.walesi.com.fj

Request for Proposal

Risk Management & Insurance Broker Services

Dated & Valid as at: 30th August 2024



**REQUEST FOR PROPOSAL
GENERAL INSURANCE**

Walesi PTE Limited is a Fijian Government state-owned entity responsible for the deployment of Digital Television Broadcasting platform in Fiji together with other initiatives in line with the Fijian Government's digitalFIJI strategies.

Walesi is seeking commercial Risks & Insurance proposals from reputable Fiji registered Insurance Brokers for the provision of Risk management and insurance protections for the following risks: -

1. Directors and Officers Legal Liability.
2. General Asset and Business Interruption.
3. Staff Medical.
4. Motor Vehicle.
5. Public & Products Legal Liability.
6. Wage Care.

Interested parties are requested to submit proposals outlining salient details of the insurance cover together with premiums. A more detailed RFP document can be found in our website or can be requested through email: finance@walesi.com.fj

Shortlisted parties would be given the opportunity to make presentations to the tender panel.

Proposals close at 4pm on Monday 30th September, 2024

Proposals should be addressed to:

The Chief Executive Officer

Walesi PTE Limited

8 Adi Davila Road, Domain

Suva.

Or emailed to: sanjay@walesi.com.fj



Walesi Pte Limited

Risk Management & Insurance Broker Services

RFP Criteria Document “Walesi”

1. OVERVIEW OF THE ORGANISATION

Walesi is a state-owned entity which is responsible for the deployment of Digital Television Broadcasting platform in Fiji together with other initiatives in line with the Fijian Government’s digitalFIJI strategies.

Walesi wishes to invite suitably qualified insurance brokers to submit proposals to provide Risk & Insurance Advisory Services.

Walesi is seeking proposals from brokers who have the risk management and insurance knowledge and experience, claims management, and transactional capability to bring innovation to the table to help Walesi maximise coverage and minimise insurance costs.

Walesi plans to appoint one advisor for these services.

2. SCOPE OF OPPORTUNITY

Walesi is taking the opportunity to review Risk & Insurance Advisory Services, including (but not limited to) risk management, insurance coverage review, insurance broking and day-to-day services.

This document serves to provide information and data to assist in understanding the scope and size of the opportunity at hand.

3. GENERAL TERMS AND CONDITIONS OF TENDER

3.1. Scope of services

This tender relates to the provision of risk and insurance advisory services for Walesi Pte Limited.

It is incumbent upon each tenderer to acquaint themselves with the business, operations and activities of Walesi and its related risks, exposures, insurance and risk management requirements and to obtain all necessary underwriting and claims information.

3.2. Period of appointment

The successful tenderer will be engaged by Walesi to provide services for a period of 3 years (renewed annually) which will be agreed as part of the negotiations between Walesi and the successful tenderer.

3.3. Confidential and intellectual property

All information contained in this tender document and in related verbal and written communication with tenderers is confidential to Walesi and the tenderer. No part of it may be reproduced or disclosed to third parties without prior written approval.

3.4. Contact information

All enquiries, correspondence and other communications pertaining to this tender must be directed to:

Finance Team E-mail: finance@walesi.com.fj

No enquires, correspondence and other communications pertaining to this tender shall be directed to any other person.

3.5. Tender/ Proposal costs

Tenderers shall be responsible for all costs which they incur in connection with their participation in the tender process, including site visits and all other costs associated with the preparation and lodgement of their submission in response to this tender.

3.6. Site visits

Tenderers who wish to conduct site visits for the purposes of this tender can arrange these through Walesi upon required subject to operational constraints.

Walesi will notify individual tenderers if Walesi wishes to make site visits to the tenderer in the course of its tender evaluation.

3.7. Oral presentation

If an oral presentation is requested by Walesi, the personnel who will be responsible for delivery of the tenderer’s services to Walesi, will be expected to actively participate in the oral presentation.

3.8. Tender acceptance

Walesi will notify tenderers in writing of the outcome of this tender process as soon as practicable.

Walesi shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed between the parties.

The decision of Walesi to accept or reject a written tender response shall be final. Walesi is under no obligation to provide any reasons for its decision, nor is it under any obligation to disclose its evaluation or decision-making processes or enter into any correspondence or engage with any tenderer or any other party in connection therewith.

3.9. Indicative tender timetable

Task/ activity	Date
Tender documentation submitted to tenderers	30/08/2024
Written tender responses received from tenderers	30/09/2024
Oral presentations (if required)	11/10/2024
Appointment of successful tenderer	18/10/2024
Annual renewal placement	18/12/2024

This indicative timetable is provided to tenderers to assess their planning processes. Walesi will notify tenderers of any changes.

3.10. Additional information

Tenderers may be requested to supply additional information to support their tender responses including information and/or documentation to authenticate and support undertakings contained in their written or oral submission.

3.11. Reservation of rights

Walesi reserves the right to:

- 3.11.1.** Amend the nature, scope, terms, conditions and requirements of this tender without notice at any time;
- 3.11.2.** Limit or extend the list of potential tenderers beyond those who respond to this tender or to exclude any tenderer from any future process;
- 3.11.3.** Discontinue to engage or negotiate with any tenderer without notice at any time and is under no obligation to disclose the reason(s) for its decision to do so;
- 3.11.4.** Enter into post-submission discussions or negotiations with tenderers on any matter prior to the selection for the successful tenderer;
- 3.11.5.** Abandon or postpone the tender process at any time before or after the receipt of written and/or oral submissions from the tenderers;
- 3.11.6.** Make enquiries of any person, company or organisation regarding the tenderer and/ or its written and/or oral representations;
- 3.11.7.** Take any other action it considers necessary or appropriate in relation to this tender.

3.12. Accuracy and completeness of information

Walesi makes no representation or warranty, whether express or implied, as to the completeness or accuracy of any information provided in relation to this tender process. Walesi shall not be liable, whether in negligence or otherwise, for any loss or damage which may result from a contractor acting on any information contained in this tender document. Each tenderer should, before submitting a response, undertake all such further investigations as it considers appropriate.

4. CONFORMING TENDER SPECIFICATION

4.1. Scope

Each tenderer is required to provide a written submission which comprehensively addresses the following key topics:

- Advisory services (including risk management services)
- Overview of current policies in place (policy copy will be provided)
- Credentials and capabilities
- Transitional arrangements

4.2. Insurance programme

4.2.1. Programme review

Tenderers are required to provide comments on any suggestions or improvements that you would consider appropriate, and to provide your rationale in support of such comments.

4.3. Broker services

4.3.1. Differentiating factors

Please outline the key factors that differentiate your company from your competition that are relevant to this tender.

4.3.2. Client and industry experience

Please provide a schedule of your company's major clients within the same industry segment as Walesi.

4.3.3. Insurance broking

Please provide an outline of the client servicing methodology your company proposes, plus the day-to-day, marketing and placement, technical and claims services which your company considers to be relevant to Walesi. Please evidence the value each of these services would deliver to Walesi.

Please describe your process for assessment of risk and design of an insurance programme. Please also provide a draft service plan for the next insurance period.

4.3.4. Risk management and other services

Please specify the risk management and other services and initiatives which your company would recommend to Walesi and the rationale behind your recommendations. Please evidence the value each of these services would deliver to Walesi.

4.3.5. Information technology

Please provide details of computer/ internet-based systems which you have available that you feel would be beneficial to both Walesi and your general service delivery.

4.3.6. Service Team

Please provide details of the individuals comprising the proposed account serving team and, in respect of each, provide a brief curriculum vitae of their role, responsibilities, qualifications and experience. Curricula vitae can be included as an appendix to your submission.

4.3.7. References

Please provide the name and contact details of three (3) references who may be contacted by Walesi. Details should include:

- Name, role, phone number and email address of contact person
- Relevance of reference to Walesi.

4.4. Credentials and capabilities

4.4.1. Company profile

Please provide a brief outline (further details can be included as an appendix) of your company, including:

- Details of services provided in Fiji
- Details of parent and/or subsidiary companies (if applicable)
- Approximate annual premium placed in Fiji and Worldwide

4.4.2. Outsourcing

If any component(s) of your company's service offering to Walesi is to be outsourced to any third party, please advise which component(s) of your service offering will be



outsourced together with full details of the third party organisation(s) to whom it will be outsourced.

4.4.3. Insurer security

Please provide an overview of the procedures and methodologies that your company employs to monitor the solvency of insurers, underwriting agencies and other risk carriers with whom your company transacts business in Fiji and elsewhere in the world.

4.4.4. Quality control

Please provide an overview of the systems, procedures and methodologies that your company utilises to guarantee and monitor the standards and quality of its service offerings. In particular, please provide details of the resources utilised in the control of quality.

4.4.5. Conflicts of Interest

Please provide details of how your company manages conflicts of interest.

ENDS