



# BRITISH VIRGIN ISLANDS HEALTH SERVICES AUTHORITY

## *Tender for the provision of Insurance Coverage and Brokerage*

The British Virgin Islands Health Services Authority is soliciting competitive sealed proposals from qualified entities to provide Insurance Coverage and Brokerage Services for Peebles Hospital

*Tenders must be submitted in a sealed envelope marked  
"RFP- Insurance Coverage and Brokerage Services"  
addressed to: Dr. Ronald Georges, Chief Executive Officer,, BVI Health Services Authority, Peebles  
Hospital Annex  
Road Town, Tortola, VG1110, British Virgin Islands  
Closing Date is Friday 31<sup>st</sup> May, 2019*

### SCOPE OF ENGAGEMENT:

The British Virgin Islands Health Services Authority is inviting Tenders to provide comprehensive Insurance coverage and brokerage services for the Peebles Hospital in the following categories:

- Property Damage
- General or Public Liability
- Common Law (Employer's Liability)
- Business Continuity

Quotes should include varying amounts of deductible by category with 80/20 percent and 100 percent coverage options.

### INSTRUCTIONS TO TENDERERS/MINIMUM REQUIREMENTS:

Tenderers are required to furnish the following:

- ❖ A cost proposal according to the terms in the RFP
- ❖ Insurer's License under the Insurance Act 2008
- ❖ Certificate of Good Standing from Inland Revenue
- ❖ Certificate of Good standing from Social Security Board
- ❖ Certificate of Good Standing from National Health Insurance
- ❖ Proof of litigation history for the past ten (10) years. Litigation history includes matters that were subject to arbitration and the jurisdiction of the courts.
- ❖ Three (3) reference letters.

Failure on the part of tenderers to enclose the supporting documentation indicated within bid document will render the bid non-responsive on the date of the opening of tenders.

The date of issue on the above mentioned certificates should be no later than one (1) month prior to date of submission.

### REQUEST FOR TENDER DOCUMENTS

Interested companies should request a copy of the tender document from:

**Ms. Akesha Smith**  
**Executive Secretary**  
**BVI Health Services Authority (BVIHSA)**  
**Peebles Hospital Annex, Road Town**  
**Tortola, Virgin Islands VG1110**

Tender documents will be available from Thursday 9<sup>th</sup>, May, 2019 to Tuesday, 28<sup>th</sup> May, 2019, between the hours of 9.00 a.m. to 4.00 p.m., Monday to Friday. Ms. Smith can be contacted at telephone number (284) 852-7602 and email address [aksmith@bvihsa.vg](mailto:aksmith@bvihsa.vg).

### PROPOSAL FEE

A non-refundable fee of Two Hundred and Fifty Dollars \$250.00 is payable to British Virgin Islands Health Services Authority by cash, banker cashier's cheque or credit card for the Tender documents.

Tender documents, once submitted, will remain the property of the BVIHSA.

### SUBMISSION OF TENDERS:

Tenderers should submit one (1) original and two (2) copies of the tender on or before **May 31<sup>st</sup>, 2019 at 4:30pm**. The original should be placed in a sealed envelope and marked "ORIGINAL" and the additional copies placed in another sealed envelope and marked "COPIES". Both envelopes should be placed in an outer envelope and marked "RFP- INSURANCE COVERAGE AND BROKERAGE SERVICES".

The outer envelope should be addressed to:

**Dr. Ronald Georges**  
**Chief Executive Officer**  
**British Virgin Islands Health Services**  
**Authority**  
**32 Main Street, Road Town, Tortola, BVI**  
**Tortola, Virgin Islands VG1110**

### ADDITIONAL INFORMATION

- ❖ Proposals will be opened publicly then sent to the Authority's selection committee for evaluation. The decision of the Authority's selection committee shall be final and conclusive, subject to approval by the British Virgin Islands Health Services Authority Board, following Authority approval, the successful firm shall receive a written Notice of Award.
- ❖ All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The Authority assumes no liability for any costs incurred by proposers throughout the entire selection process.
- ❖ All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the Authority and will not be returned.
- ❖ The proposer must sign his/her proposal correctly and in ink. If an individual offers the proposal, his/her name, office and Post Office address must be provided. If offered by a corporation, the person signing the proposal must give the name of the business, and address of the President, Secretary and Treasurer. Anyone signing a proposal as agent must file legal evidence of his/her authority to do so, and that his/her signature is binding upon the firm or partnership.
- ❖ Each proposal shall be securely sealed in an envelope and placed in the drop box located in the Office of the Chief Executive Officer, British Virgin Islands Health Services Authority, Peebles Hospital Annex, Road Town, Tortola, on or before the aforementioned deadline. No proposals shall be entertained after the stated deadline.
- ❖ Proposals shall be provided to the Authority and included as part of these documents. The required proposal forms shall not be separated from the remainder of these documents. The person signing the proposal shall initial any correction on the proposal form. No proposer shall stipulate in his/her proposal any condition not contained in the Contract Documents.
- ❖ Tenders will be publicly opened in the Office of the Chief Executive Officer on Tuesday, 4<sup>th</sup> June, 2019 at 10:00am and tenderers are invited to attend the opening.
- ❖ The British Virgin Islands Health Services Authority does not bind itself to accept the lowest tender and will not defray any costs incurred by the Tenderer.