



**BANK OF MAURITIUS**  
Website: <http://bom.intnet.mu>

**TENDER NOTICE**  
**INVITATION FOR BIDS**  
**INSURANCE BROKER CUM CONSULTANT**

**1. Introduction**

The Bank of Mauritius hereby invites tenders from qualified firms for the provision of services as Insurance Broker cum Consultant with appropriate experience and resources for a period of three years starting 01 July 2009.

**2. Scope of services**

The Insurance Broker cum Consultant shall be responsible for the following:

- (i) identifying and valuing all risks to which the Bank is exposed in its day-to-day activities and preparing its insurance needs
- (ii) preparing insurance specifications for tender exercises, including the tender for the Bank's Medical Insurance Scheme
- (iii) evaluating, assessing and reporting on offers in relation to (ii) above and submitting appropriate recommendations thereon
- (iv) setting up insurance policies and ensuring that they meet requirements
- (v) providing full technical support and assistance on all insurance matters, including claims handling and negotiations with insurers.

**3. Eligibility**

Bids will be considered from suitably qualified Insurance Brokers with a minimum of three years experience and with proven track record in the provision of such services.

#### **4. Validity**

Bids should remain valid for 120 days from date of submission.

#### **5. Documents to be submitted**

Bids shall include the following:

- (i) detailed qualifications and work experience of key personnel
- (ii) track record in the provision of such services
- (iii) proposed fixed fee, including VAT, for each year
- (iv) a certified copy of last financial statements.

Additional information may be sought during the evaluation stage, in particular with regard to technical support.

#### **6. Submission of bids**

Bids should be forwarded to the **Chairperson, Tender Committee, Bank of Mauritius**, and deposited in the Tender Box of the Bank located in the Secretary's office at the Bank of Mauritius, Corner Royal Road and Bourbon Street, Port Louis, not later than **15.00 hours on Wednesday 08 April 2009**. The words "**Tender for Insurance Broker Cum Consultant**" should be clearly marked on the top left hand corner of the envelope. Bids received after the closing date and time will not be considered.

#### **7. Reservation**

The Bank reserves the right to accept or reject any bid and to annul the whole tender exercise and reject all bids at any time prior to the award of the contract without thereby incurring any liability whatsoever to any bidder or to inform the bidder of the grounds thereof.

***Bank of Mauritius***  
***25 March 2009***