



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SPGRC/ADMIN 01/2024-25

PROVISION OF INSURANCE BROKER SERVICES FOR SADC PLANT AND GENETIC RESOURCE CENTRE

DATE OF ISSUE OF RESPONSES: 22nd JULY 2024

Nº	Question	SADC Secretariat Response
1	We are in receipt of your tender advert through the print media dated 5th July, 2024. We therefore seek clarification on the availability of schedules, if any, attached to the tender that may act as a guide as we participate?	The schedule for preparation of quotes is as given under 4.2.2 on pages 61 – 62 of the tender document. The detailed schedules will be shared with final selected bidder when issuing the cover.
2	Trust that you are very well, We are interested in taking part in the tender for insurance brokerage services, kindly assist with information regarding the tender document and any other relevant information. Your prompt response will highly be appreciated.	The tender document is available on the SADC website: https://www.sadc.int/procurement-opportunities/provision-insurance-broker-services-sadc-plant-and-genetic-resource
3	As part of our process of sourcing insurance broking coverage for your organization, we request for schedules of the policies you wish to insure as per attached excerpt. This will guarantee that all assets are satisfactorily protected under each policy. Kindly provide the following for each policy: <ul style="list-style-type: none">• Description of item• Model/Serial Number• Purchase Price• Insured Value (if different from purchase price)	The schedules are as given under 4.2.2 on pages 61 – 62 of the tender document. The detailed schedules will be shared with final selected bidder when issuing the cover. We hope the information given is enough to prepare quotes for insurance.

	You can either send this information in a detailed list or use the attached template to fill out the necessary details. Please let us know if you have any questions or require further clarification on the above.	
4	<p>(a) Am writing to you to get clarity on the BID SUM OF THE MOTOR VEHICLES. Kindly clarify on the currency as well on the Motor vehicle schedule.</p> <p>(b) Motor Policy- sum Insured on annex 1 page 63 is ZMW 1,928,024.75 while on annex 1 page 106, total value is ZMW 2,565,520.04 Kwacha or Dollar.</p>	The sum insured for motor vehicles is in ZMW as given under 4.2.2 on pages 61 – 62 of the tender document. The amount has been converted to USD as per Addendum
5	<p>We write to seek clarity with reference to the Provision of Insurance Broker Services for SADC Plant and Genetic Resource Centre on the following listed items below as advertised on your website:</p> <ul style="list-style-type: none"> On page 104 of the document - under the Electronic Equipment – we have two US\$ Sums Insured i.e. US\$ 88,314.64 and US\$34,377.17 which values should we use? On page 104 of the document- under the Office Comprehensive – we have two US\$ Sums Insured i.e. US\$702,646.00 and on the next page its blank there is no sum insured? On page 105 of the document - under the Motor schedule it says US\$ and on values declared inside the table is Kwacha please advise which currency is it? 	<p>The schedules for the sum insured are as given under 4.2.2 on pages 61 – 62 of the tender document. The insured sum was blank on page 104 but indicated on pages 61 – 62. In summary: -</p> <ul style="list-style-type: none"> Sum insured for Electronic Equipment is USD88,314.64 Sum insured for Office Comprehensive is USD702 646.00 Sum insured for Motor is USD72,427.68
6	Kindly specify on each policy the exact items to be covered, e.g what type of plant is under Plant All risks.	The full description for Plant All risk is as given in the schedule on pages 61 – 62 of the tender document. The amount has been converted to USD as per Addendum

End of Responses
SADC Plant and Genetic Resource Centre
Private Bag CH6. Tel: +260 211 399 201

