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**SELECTION OF INSURANCE PROVIDER**

**REQUEST FOR PROPOSALS**

**RFP No.:** *[AASPA-INS]*

**Selection of Insurance Provider to:**

Provide insurance coverage to the Anguilla Air and Sea Ports Authority as defined within this proposal

**Client: *Anguilla Air & Sea Ports Authority***

**Country: *Anguilla***

**Project: *Insurance Coverage***

**Issued on: 14 May 2019**

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**Anguilla Air and Sea Ports Authority**

**Fair Play Commercial Complex**

**P.O. Box 1382, The Valley**

**ANGUILLA**

**REQUEST FOR PROPOSAL**

**FOR INSURANCE COVERAGE AS DEFINED WITHIN THIS REQUEST FOR PROPOSAL**

# INTRODUCTION

The Anguilla Air and Sea Ports Authority (AASPA) is a legislatively created autonomous corporate body of the Government of Anguilla (GoA) established under the Anguilla Air and Sea Ports Authority Act, R.S.A. c. A57 on 26 October 2009. Its mandate is to manage and operate the national ports of Anguilla, which the GoA has vested in the AASPA. At present, the ports operated by the AASPA consist of:

i) The Clayton J. Lloyd International Airport (CJLIA)

ii) Blowing Point Port (BPP - passenger ferry seaport)

iii) Road Bay Port (RBP - cargo seaport)

iv) Corito Port (CP – cargo, currently limited to bulk fuel imports)

The AASPA is also required to maintain, invest in, upgrade, replace, expand and develop the infrastructure and facilities of the ports entrusted to it, so as to meet the overall maritime and aviation transport needs of Anguilla’s economy and of the Anguillian Community.

## PROJECT OVERVIEW

The AASPA maintains a programme of comprehensive general property and casualty insurance and specialized aerodrome insurance coverage for the CJLIA, as required by the civil aviation legislation and regulations governing its operations. This coverage originally was put in place by the GoA over many years prior to the establishment of the AASPA.

The AASPA, while maintaining insurance coverage for the CJLIA, has not, to date, put in place an insurance programme for its seaports. This policy and practice also predated the AASPA’s creation. To date, the AASPA has continued to operate its seaports without an insurance programme, since it was given the responsibility to run the ports in October 2009. The Board of Directors has now reviewed this policy and practice and has decided to seek insurance coverage for the RBP and BPP.

The Board and management of the AASPA, over the past two years, and in particular, over the past year have given priority to evaluating the risks confronting the Authority in running the ports and the various ways and means of reducing such risks. The AASPA has been quite significantly impacted since its inception by severe and catastrophic weather events, Hurricane Irma in 2017 being the most powerful and destructive. The severe and prolonged financial and economic recession and the slow and weak recovery of Anguilla’s economy in the ten years since 2008 have also helped to raise the awareness of the Board and management team of the financial and economic risks to the successful operation of the AASPA. Heightened regulatory oversight of the CJLIA and enhanced regulatory oversight of the ports to start from 2020, using the globally approved and applied standards have also added impetus to the AASPA’s heightened focus on risk management. Additionally, the AASPA is a key participating member of the standing government committee on national security and safety, border control and risk mitigation.

# The ProPosal (scope of Service)

The AASPA is desirous of acquiring comprehensive and robust business insurance coverage for its two seaports at BPP and RBP and its corporate offices, located in the Valley. The insurance programme should span inter alia coverage of risks as follows:

**Part 1**. Property and Casualty Insurance Coverage for the RBP and BPP as follows:

1. Comprehensive commercial all hazards property insurance on AASPA’s fixed and movable physical assets, plant, systems, equipment and vehicles;
2. Comprehensive liability insurance coverage against claims arising from risks to passengers, customers, personnel of tenants, vendors and suppliers, operators, users and the general public when traversing, doing business or working at the BPP and the RBP including the land and sea areas comprising the designated port areas, as well as the AASPA’s corporate offices;
3. Indemnity, errors and omissions, liability and casualty insurance covering the directors, management and staff of the AASPA;
4. Business interruption/continuity insurance;
5. Group travel insurance for directors, management and staff when travelling overseas on authorized AASPA business;
6. Burglary and theft, including cash in transit between AASPA locations; and
7. Any other coverage normally offered to clients as part of a comprehensive commercial insurance programme.

**Part 2**. Indemnity insurance policy for the entire AASPA for Board, managers and staff of the AASPA across all ports (CJLIA, RBP, BPP) as professional insurance, errors and omissions and any other similar type coverage.

The Directors of the AASPA, in the end, will determine the final components and scope of the comprehensive commercial insurance programme that will be implemented for the two seaports and the corporate offices as well as the indemnity coverage for the entire Directorate, management and staff of the AASPA.

## GUIDELINES FOR SUBMISSION OF PROPOSALS

This is an open and competitive process. The invitation to submit proposals is open only to insurers licensed to operate in Anguilla and with offices in Anguilla or operating through a licensed insurance agent with offices in Anguilla. Documentary evidence of this must accompany the proposal. The release date for the request and the submission due date for receipt of proposals is as recorded above and repeated below:

Request Release Date: 14 May 2019

Submission Due Date: 31 May 2019

Proposals must be submitted in sealed envelopes entitled “***Proposal for a comprehensive Insurance Programme for the AASPA”.***

All submissions must be addressed and sent to:

**Mr. Sherman A. Williams**

**Chief Executive Officer**

**Anguilla Air and Sea Ports Authority**

**Corporate Offices**

**Fairplay Commercial Complex**

**P.O. Box 1382**

**The Valley AI-2640**

**Anguilla, W.I.**

All proposals must be received at the AASPA’s corporate offices, either before the due date or by 4:00 pm on the due date of 31 May 2019. Any and all proposals received at the corporate offices after 4:00 pm on the due date shall be disqualified and shall be excluded from the evaluation process.

# Qualification Requirements

To qualify for an award of contract bidders must provide the following:

**A. A BID SUBMITTED DIRECTLY BY AN INSURANCE COMPANY**

1. The firm’s name, business address and registered office address and other relevant contact information, including key management personnel with resumes.
2. A certified copy of a valid and current insurance company license and Certificate of Good Standing from the Financial Services Commission.
3. A certified copy of a valid business license and Certificate of Good Standing from the Inland Revenue Department of the Government to operate as an insurance company in Anguilla.
4. A general description of the firm, including size, number of employees, re-insurers, contracted reinsurance brokers, partners, type of business organization, other businesses and services, including documentary evidence of the reinsurance programme currently in place with a list of reinsurers on the reinsurance programme and names of the reinsurance brokers engaged by the company with evidence of their appointments.
5. Certified copies of the company’s Certificate of Incorporation with the Registry of Commercial Activities and of its current Annual Return to the Registrar.
6. A certified copy of the latest audited financial report of the insurance company making the bid.

**B. A BID SUBMITTED BY AN INSURANCE AGENT REPRESENTING AN INSURER**

1. The insurance agent’s name, business address and registered office address and relevant contact information, including key management personnel with resumes.
2. A certified copy of a valid and current insurance agent’s license and Certificate of Good Standing from the Financial Services Commission.
3. A certified copy of a valid business license and Certificate of Good Standing from the Inland Revenue Department of the Government to operate as an insurance company in Anguilla.
4. Certified copies of the agent’s Certificate of Incorporation with the Registry of Commercial Activities and of its current Annual Return to the Registrar.
5. The name of the insurance company represented by the agent which will be the insurer, business address and registered office address and any other relevant contact information, including key management personnel with resumes.
6. A certified copy of a valid and current insurance company license and Certificate of Good Standing from the Financial Services Commission.
7. A certified copy of a valid business license and Certificate of Good Standing from the Inland Revenue Department of the Government to operate as an insurance company in Anguilla.
8. A general description of the firm, including size, number of employees, re-insurers, contracted reinsurance brokers, partners, type of business organization, other businesses and services, including documentary evidence of the reinsurance programme currently in place with a list of reinsurers on the reinsurance programme and names of the reinsurance brokers engaged by the company with evidence of their appointments.
9. Certified copies of the company’s Certificate of Incorporation or Certificate of Registration with the Registrar of Commercial Activities and of its current Annual Return to the Registry.
10. A certified copy of the latest audited financial statements of the insurer making the bid.

**C. A BID SUBMITTED BY AN INSURANCE BROKER REPRESENTING INSURERS**

1. The insurance brokers’ name, business address and registered office address and relevant contact information, including key management personnel with resumes.
2. A certified copy of a valid and current insurance broker’s license and Certificate of Good Standing from the Financial Services Commission.
3. A certified copy of a valid business license and Certificate of Good Standing from the Inland Revenue Department of the Government to operate as an insurance company in Anguilla.
4. Certified copies of the broker’s Certificate of Incorporation with the Registry of Commercial Activities and of its current Annual Return to the Registrar.
5. The name of the insurance companies represented by the broker which will be insurers’ business address and registered office address and any other relevant contact information, including key management personnel with resumes.
6. A certified copy of valid and current insurance company’s license and Certificate of Good Standing from the Financial Services Commission.
7. A certified copy of a valid business license and Certificate of Good Standing from the Inland Revenue Department of the Government to operate as an insurance company in Anguilla.
8. A general description of the firm, including size, number of employees, re-insurers, contracted reinsurance brokers, partners, type of business organization, other businesses and services, including documentary evidence of the reinsurance programme currently in place with a list of reinsurers on the reinsurance programme and names of the reinsurance brokers engaged by the company with evidence of their appointments.
9. Certified copies of the company’s Certificate of Incorporation or Certificate of Registration with the Registrar of Commercial Activities and of its current Annual Return to the Registry.
10. A certified copy of the latest audited financial statements of the insurer making the bid.

# EVALUATION OF PROPOSALS

Those proposals received on or before the due date for submission shall be reviewed and evaluated by an evaluation committee empaneled by the Board. Proposals received after the due date shall not be evaluated.

The evaluation panel shall report its assessment of the proposals and recommendations to the Board in writing for its decision.

**Decision by the Board**

The decision of the Board shall be final.

The Board reserves the right to:

1. not purchase any insurance coverage based on the proposals received from the insurers; or
2. insure all or some of the risks only, as set out in the proposals and requested by this RFP; or
3. purchase insurance for the ports and corporate offices from a single insurer as per the proposal received from that insurer; or
4. purchase the insurance coverage it decides on from more than one of the insurers who submitted proposals on time and were evaluated as per their proposals; or
5. negotiate the insurance coverage to be bought and the cost with one or more of the qualified insurers as set out herein from whom the Board decides to obtain coverage.

The AASPA’s intention is to make and communicate its decision on the proposals before 14 June 2019 and to put the insurance of its seaports and corporate offices in place by 1 July 2019.

**END**