



Tender for Insurance Brokerage Services

Information Memorandum

Introduction

The Commonwealth is an association of 53 countries who share the common values of peace, security and sustainable development. We promote democracy, advance development and celebrate diversity. We support governments towards achieving sustainable, inclusive and equitable development. Member countries benefit from guidance on policy making, technical assistance and a wide range of advisory services.

Requirement

The Commonwealth Secretariat requires Brokerage services for the provision of insurance for the cover of its staff, operations, its two buildings on Pall Mall and for the Secretary General's private residence in Mayfair.

The Commonwealth Secretariat wishes to work with **Brokers** to improve and simplify the insurance renewal process, lower costs and avoid exposing the Secretariat to uninsured risks.

Please note that we are part funded by the UK government which enables us to use the Crown Commercial Service centralised Government Framework contracts, however as an international organisation we are not required to follow the OJEU procurement process.

List of insurances to be provided

The range of insurances required from the broker are as follows:

Corporate policies

- Property Damage/Business Interruption (AKA Commercial Combined and Terrorism).
- General Contents
- Library Books
- Electronic equipment
- Tenant's improvements
- Books and Art
- Wines and Spirits (The Commissariat)
- Photographic equipment (anywhere in the world)
- Office Machinery (anywhere in the world)
- Directors, Partners and Employees personal effects
- Mobile phones (anywhere in the world)
- Public Liability based on Annual Turnover
- Money (Onsite)
- Money (Overseas) cash-in-transit limited to £2,500 per person
- Legal defence costs
- Fidelity Guarantee

- UK Employers Liability
- Personal Accident and Travel
- Fleet Car
- Special Contingency (Travel)
- Computer and Terrorism
- Libel and Slander/Media Professional Indemnity
- Household

Benefits policies

- Death In Service
- Group Income Protection
- Staff Pension and Trustees Indemnity cover
- Private Medical Insurance
- Dental Insurance

Planned Contract Term

Accordingly, the Commonwealth Secretariat is inviting Brokerage firms to submit their expression of interest to provide our corporate insurances with a view to appoint their services on a minimum of a 3 year contract term basis.

Tender timeline

Contract award target date is 1 June 2015. For more detail on the planned timeline please see Annex 1.

Commonwealth Secretariat Contact Point

Interested parties should complete a Pre-Qualification Questionnaire which can be requested from Cristian Martin, the Procurement and Contracts Officer (email: FMSinvoices@commonwealth.int)

Closing date for expressions of interest: 02 March 2015 at 23:59 hours (GMT).

Any actual or attempted communication with Commonwealth Secretariat outside of the above contact point (unless specifically requested by Commonwealth Secretariat) will not be responded to.

