

**Request for Quotation (RFQ)
for the
RFQPROC# 2022-0342 – Provision of insurance services**

**BID BULLETIN
Addendum No. 1**

This Addendum No. 01 is issued to address inquiries and clarification from bidders and modify information provided in the Request for Quotation for the provision of insurance services issued to prospective vendors on 04 October 2022.

A. On General Instruction to Bidders

1. Deadline for the Submission of Quotation should read as follow:
On or before 18 October 2022, by 04:00 PM Beirut Time.
If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.

B. Inquiries from Bidders

I. Technical Inquiries

Item no.	Question/Clarification	IOM Response
1	Can we please have the split of sum insured for your property as per below and if the premises is rented owned? - Construction: - Contents: <ul style="list-style-type: none"> • Furniture and personal effects: • Fixture, decoration and fixed installations: • Equipments and machinery 	-Approx. Construction Cost: Beirut: \$1,500,000 Rabieh: \$700,000 Chtoura: \$200,000 Tripoli: \$200,000 -Contents: Refer to the shared Annex 4 which includes the total cost of the non-mobile/fixed assets per location
2	Can you provide the loss ratio for the vehicles and the properties?	Less than 4 claims during the 5 past years with a total amount less than \$5,000.
3	Regarding the electronic equipment Insurance, kindly need to know the exact type of equipment with a detailed list in order to be able to quote	Details can be checked within the enclosed excel sheet titled "List of Electronic Equipment".
4	Appreciate providing us with the following: 1- Nature of Risk 2- Total Sum Insured of the construction 3- Total sum Insured of the contents 4- Areas by Sqm2 5- Security majors for safety	1-Refer to the scope of service, items # 2, 3 and 5. 2-Refer to our response to the question # 1. 3-Refer to our response to the question # 1. 4-Beirut: 5100 sqm Rabieh: 322 sqm Tripoli: 129 sqm Chtoura: 130 sqm 5-Guarding service is available 24/7 in addition to CCTV and fire alarm system. As for cash, a safe box is available with restricted access.

5	<p><u>For the PV part, need the following preliminary information:</u></p> <ul style="list-style-type: none"> - Location where these vehicles are usually parked during the day and at night. Can we get a google location please - Are these vehicles usually parked / stacked together? Or each one in a different location? - What is the loss ratio for the last 5 years? 	<p>-Vehicles are parked within the parking of our main office bldg. in Ramlet El Bayda. Location is as follows: https://goo.-gl/maps/vyx5nifHGZW3hHor8</p> <p>-Vehicles are parked together in the same location.</p> <p>-Refer to our response to the question # 2.</p>
6	<p><u>For the property policy, need the following information</u></p> <p>Please advise each office if owned or rented and the surface of each</p>	<p>All offices are rented. As for the area per office, refer to our response to the question # 4.</p>
7	<p><u>PV</u></p> <ul style="list-style-type: none"> - Address of the insured - The interest insured is 8 cars with a TAV of USD 636,400 which please confirm - The limit of indemnity required is USD 636,400 which please confirm / up to the full sum insured - Where these cars will be parked (do the employees take back the vehicles after working hour or in one secured area (underground gate/fenced etc...)) Can we get a google location please - Location where these vehicles are usually parked during the day and at night. Can we get a google location please - Are these vehicles usually parked / stacked together? Or each one in a different location? - To confirm cover is extended to include vehicles in transit (throughout Lebanon) - Loss history for the vehicles whether insured or not from vandalism, looted and malicious damage. 	<p>-Address: Ramlet El Bayda, Nicolas Ibrahim Sursock street, next to Lycee National school</p> <p>-Confirmed</p> <p>-Confirmed</p> <p>-Refer to our response to the question # 5</p> <p>-Refer to our response to the question # 5</p> <p>-Refer to our response to the question # 5</p> <p>-Yes, cover should include the vehicles in transit throughout Lebanon.</p> <p>-Vehicles were insured against vandalism, looted and malicious damage.</p>
8	<p><u>MOTOR</u></p> <p>Can you please provide us with the following info:</p> <ul style="list-style-type: none"> - Is the risk used by a private or commercial entity? If commercial, would you require working risk cover? - Is the vehicle used for military/security/police purposes? - Please advise if the risk has been impacted by any claims in the past 5 years. If so, we would need the details. 	<p>-Vehicles are used for our regular business use; transportation of our staff to field locations in order to implement our activities.</p> <p>-No.</p> <p>-No claims have been processed under political violence during the past 5 years.</p>

Respectfully Yours,

Bilal Kanj *Bilal Kanj*
Procurement Case Officer