



National Agricultural Marketing and Development Corporation (NAMDEVCO)

Invitation to Tender

Insurance Brokerage Services



The National Agricultural Marketing and Development Corporation (NAMDEVCO) invites suitably qualified and experienced Insurance Brokers to submit proposals for the provision of Insurance Brokerage Services.

Proposals must include the following documents:-

1. A written proposal outlining the methodology to be adopted in managing the Corporation's portfolio;
2. Certificate of Incorporation or Continuance (in the case of a company) or Registration Certificate (in the case of partnership or individual). In the case of joint ventures, the certificates of Incorporation/Continuance of each company comprising the joint venture.
3. VAT Clearance Certificate.
4. Income Tax Clearance Certificates.
5. NIS Compliance Certificate. In the case of a company, a copy of the Annual Return filed for the year 2011.
6. In the case of a joint venture, a document duly signed by all the parties confirming the joint venture relationship and giving details of the arrangement and the roles and responsibilities of each organisation in the relationship.
7. Copy of first certificate of registration as broker.
8. Copy of current certificate of registration as broker
9. CVs of key permanent personnel (including all negotiators and brokers) signed and dated.
10. An organisational chart of the Applicant.
11. Copies of the Applicant's independently audited financial statements for the years 2008, 2009 and 2010 showing income, expenditure, profit and loss and balance sheets inclusive of notes to the financial statements.
12. Three (3) References from commercial/corporate clients duly signed and stamped by an authorized official of reference.
13. Bank Reference Letter.

TENDER DOCUMENTS

Tender Documents are available at NAMDEVCO Head Office, SS Erin Road Debe, upon payment of a non-refundable fee of \$500.00 payable in cash or certified cheque between the hours of 8:00 a.m. to 4:00 p.m Monday to Friday.

SUBMISSION/CLOSING DATE

Proposals must be placed in a sealed envelope and addressed to the Chairman, Tenders Committee, NAMDEVCO, SS Erin Road, Debe and clearly marked on the outside "**TENDER FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES**". Envelopes must be deposited in the **BROWN TENDER BOX**, located in the Reception Area, NAMDEVCO, S.S. Erin Road, Debe no later than **1:00 p.m. on Wednesday the 8th day of February, 2012.**

Late tenders will not be considered.

The Corporation does not bind itself to accept the lowest or any other Tender

NAMDEVCO reserves the right to cancel the present notice in its entirety or partially without defraying any cost incurred by any Individual/Company/Firm submitting their Tender.

Interested parties may visit our website www.namdevco.com or www.namistt.com for all published Tenders.

Chairperson
Tenders Committee
NAMDEVCO