



## **INVITATION FOR EXPRESSIONS OF INTEREST**

**PROCUREMENT OF REINSURANCE PROGRAM TO COVER THE NATIONAL NATURAL DISASTER AND EMERGENCY RELIEF INSURANCE SCHEME INCLUDING ACCIDENTAL DEATH COVERAGE FOR FISHERMEN FOR A PERIOD OF ONE YEAR 2017/18**

**NATIONAL INSURANCE TRUST FUND**



**Government of the Democratic Socialist Republic of Sri Lanka**  
**MINISTRY OF NATIONAL POLICIES AND ECONOMIC AFFAIRS**  
**NATIONAL INSURANCE TRUST FUND**

**INVITATION FOR EXPRESSIONS OF INTEREST**

**PROCUREMENT OF REINSURANCE PROGRAM TO COVER  
THE NATIONAL NATURAL DISASTER AND EMERGENCY  
RELIEF INSURANCE SCHEME INCLUDING ACCIDENTAL  
DEATH COVERAGE FOR FISHERMEN FOR A PERIOD OF  
ONE YEAR 2017/18**

1. The Chairman, Cabinet Appointed Procurement Committee, (hereinafter called CAPC) Ministry of National Policies and Economic Affairs on behalf of the National Insurance Trust Fund (hereinafter called NITF) invites Expressions of Interest (Pre-qualification Applications) from eligible Reinsurers /Reinsurance Brokers for procurement of reinsurance programme to cover the National Natural Disaster Insurance Scheme as stated above for the period of one year 2017/18.
2. The NITF was established by the National Insurance Trust Fund Act No. 28 of 2006 as amended, by National Insurance Trust Fund (Amendment) Act No. 28 of 2007.
3. Interested parties may download a complete set of Expressions of Interest (Pre-Qualification Applications) from the NITF website ([www.nitf.lk](http://www.nitf.lk)) Ministry of Finance web site ([www.treasury.gov.lk](http://www.treasury.gov.lk)) and Ministry of National Policies and Economic Affairs web site ([www.mnpea.gov.lk](http://www.mnpea.gov.lk)) .
4. Expressions of Interest (Pre-qualification Applications) must be submitted in a sealed envelope, either delivered by hand or couriered to reach the Chairman, Cabinet Appointed Procurement Committee, National Insurance Trust Fund, No. 97, Maradana Road, Colombo – 10, Sri Lanka, not later than 1600 hours Sri Lanka Standard Time on 4<sup>th</sup> April 2017 and be clearly marked “ NITF/NND /01/2017” at the top left corner of the envelope together with the non-refundable fee of US\$ 100 or LKR 15,000 by a bank draft drawn in favor of National Insurance Trust Fund.

5. Expressions of Interest (Pre-qualification Applications) shall be opened immediately after the closing of Expressions of Interest at the Board Room of the NITF, No. 97, Maradana Road, Colombo 10, Sri Lanka in the presence of Reinsurer / Reinsurance Brokers or their authorized representatives. NITF will declare the names of interested parties at the meeting.
6. Eligible parties will be formally notified and issued with a “Request for Proposal” (RFP) which is not transferable.
7. The language of correspondence is English. However, if any of the above documents are in a language other than in English, such documents should be accompanied by a certified English translation. This translation will govern and be used for interpreting the information provided.
8. Interested parties may obtain further information from

Chief Executive Officer  
National Insurance Trust Fund,  
No. 97, Maradana Road,  
Colombo – 10  
Sri Lanka.

Contacts are as follows: -

Tel: + 94 112 323007  
Mobile: + 94 773 423450  
Fax: + 94 112 323155  
E-mail: ceo@nitf.lk

The Chairman  
Cabinet Appointed Procurement Committee  
National Insurance Trust Fund  
No. 97, Maradana Road,  
Colombo 10.  
Sri Lanka.

# **PROCUREMENT OF REINSURANCE PROGRAM TO COVER THE NATIONAL NATURAL DISASTER AND EMERGENCY RELIEF INSURANCE SCHEME INCLUDING ACCIDENTAL DEATH COVERAGE FOR FISHERMEN FOR A PERIOD OF ONE YEAR 2017/18**

## **Instructions to the Applicant and General Conditions of the EOI**

### **1. INTRODUCTION**

The NITF has been established by the National Insurance Trust Fund Act No. 28 of 2006. Subsequently, by National Insurance Trust Fund (Amendment) Act No. 28 of 2007, NITF has decided to obtain a reinsurance programme to cover the National Natural Disaster Insurance Scheme.

### **2. EXPRESSIONS OF INTEREST (EOI)**

EOIs are invited for the procurement of reinsurance programme to cover the National Natural Disaster Insurance Scheme for period of one year 2017/18

The reinsurance limits as per RFP, scope of cover and other terms and conditions will be issued to the shortlisted eligible Reinsurers/reinsurance brokers along with the Request for Proposal (RFP) documents.

### **3. ELIGIBILITY AND FINANCIAL INFORMATION**

Applicant should meet the following pre-qualification criteria and relevant documents /information should be submitted to prove the eligibility when submitting the EOI.

- a. Experience in handling/ placing Treaty Reinsurance Programmes of insurers operating in the Global/Asian Reinsurance market for a minimum period of three (3) years.
- b. Audited Financial Statements/ Annual Reports for the last two (2) years.
- c. Certified copy of Registration in the country of domicile & copy of the current license to transact reinsurance business. (applicable to Reinsurance Brokers)
- d. Certified copy of Professional Indemnity Insurance Cover. (applicable to Reinsurance Brokers)

### **4. SUBMISSION OF EOI**

Interested parties may obtain the Expressions of Interest (Pre-Qualification Applications) comprising the following, upon payment of non - refundable fee of US \$ 100 or LKR 15,000 by a bank draft in favor of National Insurance Trust Fund. The said application can be downloaded from the NITF website ([www.nitf.lk](http://www.nitf.lk)), Ministry of Finance web site ([www.treasury.gov.lk](http://www.treasury.gov.lk)) and Ministry of National Policies and Economic Affairs web site ([www.mnpea.gov.lk](http://www.mnpea.gov.lk)) .

Those who obtained the Pre-Qualification Application from the above mentioned web sites should enclose the bank draft equal to the above sum as a non-refundable fee along with the Application.

1. Letter of Application -Form “1”
2. General Information and Experience – Form “2”
3. Financial Capabilities – Form “3”
4. Details of Experience in Placement of Reinsurance

Expressions of Interest (Pre-Qualification Applications) must be submitted in a sealed envelope, either delivered by hand or couriered to the Chairman, Cabinet Appointed Procurement Committee, National Insurance Trust Fund, No. 97, Maradana Road, Colombo – 10 Sri Lanka not later than 1600 hours on 04<sup>th</sup> April 2017 and be clearly mentioned “ NITF/NND /01/2017” at the top left corner of the envelope.

Applications should be submitted by a reinsurer /reinsurance broker in duplicate clearly labeled as “Original” and “Copy”.

The Cabinet Appointed Procurement Committee reserves itself the right to accept or reject Expressions of Interest (Pre-Qualification Applications) of reinsurer / reinsurance brokers whose Application is not acceptable to the National Insurance Trust Fund without giving any reason.

## **5. OPENING OF EXPRESSIONS OF INTEREST**

Expressions of Interest (Pre-Qualification Applications) shall be opened immediately after closing, in the presence of reinsurers /reinsurance brokers who have submitted EOI documents or their authorized Representatives.

Late submission of Expressions of Interest will not be accepted and instantly rejected as disqualified.

## **6. ELIGIBLE PARTIES**

Eligible parties will be notified along with RFP Documents and the applicants who were disqualified will also be notified immediately.

## **7. CLARIFICATION ON EXPRESSIONS OF INTEREST**

Further clarification on Expressions of Interest could be obtained in writing from

Chief Executive Officer,  
National Insurance Trust Fund,  
No. 97,  
Maradana Road,  
Colombo – 10  
Sri Lanka.

Contacts are as follows:-

Tel: + 94 112 323007  
Mobile: + 94 773 423450  
Fax: + 94 112 323155  
E-mail: ceo@nitf.lk

## **Letter of Application**

(Letter head of the applicant, including postal address, telephone No., e- mail address.)

Date:

To: Chairman,  
Cabinet Appointed Procurement Committee.  
National Insurance Trust Fund.  
No.97,  
Maradana Road,  
Colombo 10,  
Sri Lanka

Dear Sir / Madam,

1. Being duly authorized to represent and act on behalf of .....  
("the applicant"), and having reviewed and fully understood all the pre – qualification information provided, the undersigned hereby apply to pre-qualify as a bidder for the provision of reinsurance programme to cover the National Natural Disaster Insurance Scheme.
2. Attached to this application are certified copies of the original documents defining:
  - a) The applicant's legal status.
  - b) The principal place of business
  - c) The place of incorporation (for applicants who are corporations): or the place of Registration and the Nationality of the owners. (for parties who are partnerships or sole proprietorships)
  - d) Form 1,2,3 referred to in item No.4 of Instructions to the Applicant and General Conditions of the EOI
  - e) Details of Experience in placement of Reinsurance covers.
  - f) The language of correspondence is English. However, if any of the above documents are in a language other than English, such documents should be accompanied by a certified English translation. This translation will govern and be used for interpreting the Information provided
  - g) Any other particulars in support of your Pre-qualification Application.
3. The representatives approved by the CAPC are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our clients and regulator regarding any technical aspects. This letter of application will also serve as authorization to any individual or authorized representatives of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and the competence of the applicant.

4. Officials of the CAPC and its representatives may contact the following persons for further information.

Contact 1 : Telephone :

Contact 2 : Telephone :

5. This application is made with the full understanding that:
  - a). Bids by pre-qualified applicant will be subjected to verification of all information submitted for pre-qualification at the time of bidding.
  - b). CAPC reserves the right to;  
Reject or accept any application, cancel the pre-qualification process, and reject all applications.
6. The undersigned solemnly declares and affirms that the statements made and the information provided in the duly completed applications are true, and correct in every respect.
7. A non-refundable fee of US \$ 100 or LKR 15,000 by bank draft is attached herewith,

Name of the Bank:

Draft Number:

Signed

Name

For and on behalf of Applicant.

**General Information and Experience**

1. Name of Company :
2. Address :
3. Telephone :
4. Facsimile/email :
5. Place and year of Incorporation/Registration :

6. Main lines of Business :

1.	Since:	
2.	Since:	
3.	Since:	
4.	Since:	
5.	Since:	

7. Previous Experience in Providing Reinsurance Services.

Country	Name of Client	Address of Client	Contact Person, Phone, Fax, email	Type of Reinsurance Cover	Value of Reinsurance Cover	Year

Authorized Officer : .....

Signature : .....

Official frank : .....



**Financial Capabilities**

Name of Company:

**Summarized Actual Assets and Liabilities based on the audited Financial Statements for the previous two (2) years (copies attached)**

<b>Financial Information</b>	<b>2015</b>	<b>2016</b>
1. Total Assets		
2. Current Assets		
3. Total Liabilities		
4. Current Liabilities		
5. Shareholders Fund		
6. EBITDA*		
7. Annual Turnover		
8. Net Profit		
9. Any other information**		

\* Earnings before interest, tax, depreciation and amortization.

\*\*Any information, which is relevant and not included under other items may be included.

Name of authorized officer :.....

Signature :.....

Official frank :.....