



VOLTA RIVER AUTHORITY
**REQUEST FOR PROPOSALS FOR THE PROVISION OF INSURANCE BROKING AND
CONSULTANCY SERVICES FOR THE AUTHORITY'S FLEET OF VEHICLES**

The Volta River Authority of the Republic of Ghana intends to appoint an Insurance Broker to provide insurance broking and consultancy services for the insurance of the Authority's fleet of vehicles.

The appointed Broker shall:

- a. Be responsible for placement of insurance policies covering the Authority's fleet of vehicles.
- b. Negotiating competitive premium rates and discounts for insurance of the Authority's fleet of vehicles.
- c. Providing claims processing and management services including collection of claims on behalf of the Authority.
- d. Providing insurance appraisal and recommendations on the Authority's vehicle insurance portfolio.

This Request for Expression of Interest is open to eligible and reputable Insurance Brokerage firms with a track record of similar services to clients with a fleet size of at least 100 vehicles in the last five (5) years.

Interested Brokers must provide a statement of capability and experience indicating that they are qualified to perform the services (brochures, description of similar services, experience, availability of appropriate skills among staff, etc) in addition to the following information and documentation which will be used for evaluation:

- Notarially authenticated copies of the certificate of registration of Broker's Company
- Letters of recommendation from the National Insurance Commission (NIC)
- Consultant's Terms and Conditions for provision of services
- A list of proposed staff team who will be providing the services
- Signed CV's of the proposed professional staff. Key information should include number of years spent working for the Firm and degree of responsibility held in various assignments during the last five (5) years.

A Consultant will be selected under a Quality Based Selection Method in accordance with the procedures for the selection of consultants as set out in the Public Procurement Act, 2003 (Act 663) of Ghana.

Interested Brokers must submit One (1) original clearly marked "ORIGINAL" and Two (2) additional copies clearly marked "COPIES" of their Expression of Interest all enclosed in one outer envelope marked: **"Provision of Insurance Brokering And Consultancy Services For Insurance of VRA's Vehicles – DO NOT OPEN UNLESS IN THE PRESENCE OF EVALUATION COMMITTEE"**

Expressions of Interest should be delivered to the address shown below:

**Address: The Office of the Director, Legal
 Volta River Authority
 Electro-Volta House
 28th February Road
 P. O. Box MB 77
 Accra, Ghana**

**Contact: Tel: 233-21 669035
 Fax: 233-21 662610
 Website: www.vra.com**

on or before **12.00 HRS GMT on Friday, 25 September 2009.**

