

STAGE 1

PROCUREMENT OF REINSURANCE PROGRAM TO COVER AGRICULTURAL INSURANCE SCHEME FOR FARMERS BY AGRICULTURAL AND AGRARIAN INSURANCE BOARD (AAIB) - ONE YEAR FROM 15TH MAY 2017.

INSTRUCTIONS TO THE APPLICANT AND GENERAL CONDITIONS

1. INTRODUCTION

The AAIB was established by the Agriculture Insurance Act No.27 of 1973 & subsequently Act No 20 of 1999. AAIB offers the Agricultural Insurance Scheme for farmers against damages to crop due to natural perils such as Flood, Drought, Wild animal attacks, Pest and Insect damages. Agricultural Insurance Schemes directly compensate for farmers to mitigate damages caused to cultivations due to said perils.

2. EXPRESSIONS OF INTEREST (EOI)

EOIs are invited for the procurement of Reinsurance program to cover the Agricultural Insurance Scheme for farmers.

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

3. ELIGIBILITY AND FINANCIAL INFORMATION

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

- a) Experience in handling/ placing Treaty Reinsurance Programs of insurers operating in the Global/Region or Asian Reinsurance market for a minimum period of three (03) years.
- b) Audited Final Accounts/ Annual Reports for the last two years.
- c) Certified copy of Registration in the country of domicile & copy of the current license to transact reinsurance business.
- d) Certified copy of Professional Indemnity Insurance Cover in case of re- insurance broker.

4. SUBMISSION OF EXPRESSIONS OF INTEREST (EOI)

Interested parties may obtain the Expressions of Interest (Pre-qualification Applications) comprising the following, upon payment of non-refundable fee of US \$ 200 or LKR 30,000 by a bank draft in favour of Agricultural and Agrarian Insurance Board and they can be downloaded from the aginfo.lk web page.

Those who obtained the Pre-Qualification Application form should enclose the bank draft equal to the above sum as a nonrefundable fee along with the Application.

- i. Letter of Application- Form "1"
- ii. Financial Capabilities - Form "2"
- iii. Details of Experience in Placement of Reinsurance Form "3"

Expression of Interest (Pre-qualification Applications) must be submitted in a sealed envelope, either delivered by hand or couriered to reach the Chairman, Agricultural and Agrarian Insurance Board, No 117, Sri Subhadarama Mawatha, Gangodawila, Nugegoda, Sri Lanka, not later than 14 00 hours on 21st April 2017 and be clearly marked "Pre-qualification Application for procurement of Reinsurance program to cover the Agricultural Insurance Scheme for farmers" at the top left corner of the envelope.

Applications should be submitted by a Reinsurance Company or Broker in duplicate clearly labeled as "Original" and "Copy".

The Chairman, Procurement Committee reserves itself the right to accept or reject Expression of Interest (Pre-qualification Applications) of Reinsurance Company or Reinsurance Brokers whose Application is not acceptable to the Agricultural and Agrarian Insurance Board without giving any reason.

5. OPENING OF EXPRESSION OF INTEREST

Expression of Interest (Pre-qualification Applications) shall be opened immediately after the closing, in the presence of Reinsurance Companies or Reinsurance Brokers who have submitted EOI documents or their authorized representatives.

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

6. SHORTLISTED PARTIES

Short listed parties will be notified along with request for proposal documents and the applicants who were disqualified will also be notified immediately.

7. CLARIFICATION ON EXPRESSIONS OF INTEREST

Further clarification on Expression of Interest could be obtained in writing form.

LETTER OF APPLICATION

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

Date:

To: Chairman,
Agricultural and Agrarian Insurance Board,
No 117, Sri Subhadarama Mawatha,
Gangodawila, Nugegoda,
Sri Lanka

- 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 procurement of reinsurance program to cover the Agricultural Insurance Scheme for farmers.
- 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.
and,
 - 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 including Reinsurance commission % for the insurer and its procedures.
 - f) The language of correspondence in 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) Procedure of indemnity Payment and time period for its.
 - h) Any other particulars in support of your Pre-qualification Application.
- 3) The representatives approved by the CPC are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with

- 4) 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
- 5) 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.
- 6) Officials of the CPC and its representatives may contact the following persons for further information.

Contact 1: Chairman 094- 0712732341 chairman@aib.gov.lk

Contact 2: Secretary for the Chairman 094- 0715355740 dg@aib.gov.lk

- 7) 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) CPC reserves the right to; Reject or accept any application, cancel the pre-qualification process, and reject all applications.
- 8) 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.
- 9) A non refundable fee of US \$ 200 or LKR 30,000 by bank draft is attached herewith,

Name of the Bank:

Draft /Receipt Number and date

Signed

Name

For and on behalf of Applicant.

DETAILS OF EXPERIENCE IN PLACEMENT OF REINSURANCE

- 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/Retrocession Programs.

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

8 Experiences about Micro or Agriculture Reinsurance

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

Financial Information	2015	2016
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 :.....

Abbreviations

AAIB = Agriculture and agrarian insurance board

CPC = Chairman, Procurement Committee

EOI = Expressions of Interest

LRK = Sri Lanka Rupees

RFP = Request for proposal