

## **FEDERAL AIRPORTS AUTHORITY OF NIGERIA**

### **INVITATION EXPRESSION OF INTEREST (EOI) FOR INSURANCE POLICIES UNDER YEAR 2023 IGR BUDGET**

#### **1. INTRODUCTION**

The Federal Airports Authority of Nigeria (FAAN) has the statutory functions of developing and managing all necessary airports facilities and services for safe, secured and efficient carriage of passengers and goods. In compliance with the National Open Competitive Bidding (NOCB) procedures stipulated in the Public Procurement Act 2007 and its extant guidelines, the Authority now seeks the service of qualified/competent insurance companies to submit Expressions of Interest for the Authority's Insurance Policies (Life, General and Brokers), under the its 2023 financial year/internally Generated Revenue (IGR) Budget.

#### **AVAILABLE LOTS/CATEGORIES OF INSURANCE POLICIES**

---

Lot M1	Lead General Insurance Underwriter
Lot M2	Lead life Insurance Underwriter
Lot M3	Lead Insurance Broker
Lot M4	Co-General Insurance Underwriter
Lot M5	Co-life Insurance Underwriter
Lot M6	Co-Insurance Brokers

#### **2. SCOPE OF INSURANCE REQUIRED**

**The scope of insurance shall include the following:**

- i. Airport owners and operators liability
- ii. Industrial all risk liability a. Fire/Extraneous peril Insurance b. Money Insurance. C. Plant all risk Insurance.
- iii. Private Motor Insurance
- iv. Vehicle (own Goods) insurance a. vehicle (private bus) insurance b. Vehicle (Special Type) Insurance.
- v. Professional Indemnity Insurance a. Group life Insurance b. Group personal accident insurance.

### 3. ELIGIBILITY REQUIREMENTS

- a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including certified true copy of Memorandum and Articles of Association forms CAC 2 and CAC7 (where applicable);
- b) Evidence of Company's Income Tax Clearance Certificates (or personal income Tax clearance certificates of all partners in case of Business name) for the last three (3) years (2020, 2021 & 2022) valid till 31st December 2023;
- c) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above).
- d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2023;
- f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP;
- g) Evidence of current registration with Financial Reporting Council of Nigeria.
- h) Sworn affidavit from Court of competent jurisdiction in Nigeria (Federal or State), Including stamped passport photograph and signature of deponent/declarant;
  - disclosing whether or not any officer of the relevant committees of the Federal Airports Authority of Nigeria or Bureau of Public Procurement (BPP) is a former or present Director, shareholder or has any pecuniary interest in the company;
  - Confirm that all information presented in its bids are true and correct in all particulars.
  - That no director has been convicted in any county for any criminal offence relating to fraud impropriety or criminal misrepresentation of falsification of facts relating to any matter.
  - That the company is not in receivership, the subject of any form or bankruptcy proceedings of the subject of any form of winding up petition or proceeding
  - That the company does not have existing loan or financial liability with a bank, other financial institutions of third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.
- i) For Lead Insurance and Co-Insurance Underwriters (General and Life), interested companies are required to submit copies of the following documents;

- Evidence of being insurance company/co-insurance underwriter operating for a minimum of ten (10) years
- j) For lead and Co-Insurance Brokers, interested company are required to submit evidence of operating for a minimum of ten (10) years
- k) Company's Audited Accounts for the last three years (2020, 2021 & 2022)
- l) Evidence of financial capability to execute the project by submission of Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- m) Company's profile with the curriculum Vitae of key staff to be deployed for the project, including copies of their academic/professional certificates.
- n) Verifiable documentary evidence of similar jobs completed/ongoing project in the last five (5) years including letters of awards, Contract Agreements, job completion;
- o) Insurance broker:
  - Valid operational licence certificate issued by NAICOM
  - Certified true copy of Audited accounts approved by NAICOM
  - Valid and current professional indemnity policy with limit of indemnity not less than N10 million for protection against wrong advice
- p) Underwriters:
  - operational licence issued by NAICOM
  - valid and adequate re-insurance Treaty arrangement
  - Certified true copy of Audited accounts approved by NAICOMS
- q) A statement signed by the company's MD/Chief Executive Officer that the company settles and will settle all genuine claims promptly
- r) All documents for submission must be submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax and email address. The letter head paper must bear the Names and Nationalities of the Directors of the company at the bottom of the page, duly signed by the authorized officer of the firm.

#### **4. SUBMISSION OF DOCUMENTS**

- The documents are to be submitted in soft copy (flash drive) and two (2) hard copies (one original and one copy) in A4 paper size and neatly bound. The document should be arranged in the order listed above and clearly separated by dividers

- The documents must be sealed in an envelope and the project Name and Lot number must clearly written at the top left corner of the envelope
- All documents must be submitted to the office of The General Manager (Procurement), FAAN Headquarters, Ikeja – Lagos.
- Contacts: Phone No. 08033011334 or 08034706549 Email Address: [procurement@faannigeria.org](mailto:procurement@faannigeria.org)
- Submission of expression of interest documents shall close at exactly **11:30 am on Wednesday 4th October, 2023.**

#### **4. OPENING OF EOI**

All submissions will be opened on the same day immediately after closing at 11:30 am on Wednesday **4th October, 2023** the procurement department, Maintenance Yard, FAAN headquarters Annex, Ikeja, Lagos.

#### **5. IMPORTANT INFORMATION**

- Documents are to be submitted on-lot-by-lot basis.
- No company is allowed to submit bid documents for more than two (2) lots. Violators shall be disqualified.
- For partnership companies, evidence of tax payment must be submitted for all the members.
- FAAN reserves the right to verify the authenticity of any claims made on the bid documents submitted by companies
- Failure to comply with the instruction(s) and provide any required document(s) shall automatically result in disqualification.
- Original of all the above-listed eligibility documents may be requested for sighting as at when needed.
- Late submissions will be returned unopened
- All submissions must be in English Language
- Bidders can submit through Post (Courier Services); provided the bid is received before deadline
- Only shortlisted firms will be invited at a later date for collection of Request for Proposals (RFP);
- At a later stage, prequalified bidders would be requested to submit the updated copies of their statutory documents e.g. Tax, PENCOM, ITF, NSITF, BPP and any other relevant

document. Failure to do shall lead to disqualification

- This advertisement shall not be construed as a commitment on the part of FAAN, nor shall it entitle a bidder to make any claim(s) whatsoever and/or seek any indemnity from the FAAN, by virtue of such bidder having responded to this publication.
- FAAN is not bound to prequalify and bidder reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with section 28 of the Public Procurement ACT 2007.

SIGNED

MANAGEMENT