



Our Ref: QMFA 001/2015

TITLE: Provision of an Open Cover Travel Insurance Policy for the Ministry of Foreign Affairs

Clarification 1

Question

We would be pleased if we have a reply to the following where possible: 1. Claims history and details (analysis) for the years 2013 and 2014.

Reply

- There were four claims in 2013 under Type 1 travel, three of which were related to cancellation of flights due to sickness and the other claim was related to wallet theft.
- With reference to Type 2 and Type 3 travel, as indicated in the Call, since this is a new service being requested centrally, and therefore no statistics are available.

Clarification 2

Question

We would be pleased if we have a reply to the following where possible: 2. The name/s of the insurance provider/s for the years 2013 and 2014.

Reply

The insurance provider was Mediterranean Insurance Brokers Ltd.

Clarification 3

Question

We would be pleased if we have a reply to the following where possible: 3. Where the results of the successful tender/s for the years 2013 and 2014 publicly published – if so can we obtain copies?

Reply

There were no tenders for the years 2013 and 2014. In order to clarify, this is a Published Call for Quotes.

Clarification 4

Question

We would be pleased if we have a reply to the following where possible: 4. If individuals have also Bank Cards/own insurance would the Double Insurance Principle applicable in the Insurance market apply or would the individual have only one insurance to claim from i.e. from the successful tender?

Reply

Where applicable and available, original documents are to be submitted by the individual making the claim.

Clarification 5

Question

We would be pleased if we have a reply to the following where possible: 5. While there is no Vat applicable on Insurance, yet there is the Document duty – now from Feb 2015 at 11% with a minimum of €13 each policy or endorsement/amendment. Is this applicable?

Reply

In line with Public Procurement Regulations (L.N. 296/2010) all values are quoted excluding VAT and therefore not taken in consideration at evaluation stage. VAT rate information is collected only for information purposes, because if applicable, invoicing and payments shall be paid in accordance with the applicable VAT Regulations. If VAT is not applicable, bidders may write “nil”, “NA” or “0%”.

Document duty is applicable and the Financial Bid form is being updated to reflect this change.

Clarification 6

Question

We would be pleased if we have a reply to the following where possible: 6. How will the successful tender be notified to issue cover for the respective individual?

Reply

In line with the Public Service Management Code, section 8.6.5.2 Returns, Directorates are requested to submit to the chosen insurance company monthly returns showing the number of duty visits abroad, on the declaration forms supplied by the company. The selected company will be requested to submit the template of the monthly report to the Contracting Authority for review prior to signing of contract.

Note

An updated Section D, Part 4: Financial Form is being uploaded on the Contracting Authority's website at <http://foreignaffairs.gov.mt/en/Pages/Tenders.aspx> to reflect the Clarification Note 5. Interested bidders should use the latest Financial Form.

Monday, 2nd February, 2015