



TENDER NOTICE

SUPPLEMENTAL MEDICAL INSURANCE

The British Virgin Islands Ports Authority invites tenders for a proposal from any Virgin Islands licenced insurance companies for a Group Health Insurance Plan to provide Supplemental coverage for all employees, dependent groups, and retirees.

| TERMS OF REFERENCE | INSTRUCTION TO TENDERS |
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| <p>This insurance coverage is required to take effect on May 1st, 2024 for a period of 2 years and should include the following:</p> <ol style="list-style-type: none"> 1. Major “Medical” Insurance 2. Worldwide 24 hours a day coverage 3. Maximum lifetime Benefits 4. Maximum Out-of-Pocket 5. Conversion Privileges 6. Preferred Provider network 7. Optional life Insurance 8. Hospital Room and Board 9. Maternity 10. Mental/Nervous “Health Conditions” 11. AIDS related illnesses 12. Eye Care (Vision) 13. Prescription Drugs 14. Air Ambulance 15. Lab/X-Ray 16. Dental and Oral Care 17. Cosmetic Surgery (in case of accident) | <p>Tenders are required to furnish the following:</p> <ol style="list-style-type: none"> 1. A Valid Insurance Licence issued pursuant to the Insurance Act, as amended 2. Certificate of Good Standing for the Insurance Company in respect of Payroll Tax from the Commissioner of Inland Revenue (the necessary forms are attached). 3. Copy of the Certificate of Incorporation from the Corporate Registry. 4. A Certificate of Good Standing from the Corporate Registry, issued no more than three (3) months ago. 5. Independently audited financial statements for the last two (2) financial years. 6. Names of local Insurance Agent and examples of claims expertise. Please also include a list of clients served which are of similar size and operations as the BVI Ports Authority. 7. Certificate of Good Standing from the Social Security Board. 8. Certificate of Good Standing from the National Health Insurance (NHI). |

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| <p>18. Out-Patient Services</p> <p>19. Term Life Insurance</p> <p>20. Hospitalization</p> <p>21. Accidents</p> <p>22. Alcoholism and Substance Abuse Rehabilitation</p> <p>23. Coverage to all members covered under existing plan as of April 30th 2024.</p> | <p>9. Copy of proposal form and policy wording, including copy of the Certificate and Endorsements. (Policy wording to be subject to Virgin Islands jurisdiction clause.)</p> <p>10. A business plan, giving details of how the plan will be established and administered.</p> <p>11. Details of claims handling procedures.</p> <p>12. Estimated premium for specific listed coverage and applicable deductibles per coverage.</p> |
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Failure on the part of Tenders to enclose the supporting documentation indicated above with each respective tender would render the Tender non-responsive on the date of opening of bids.

Interested Tenderers may contact the Human Resources Department on (284) 494-3435 for additional information.

Submission of Tenders

Interested Tenderers should submit tenders in duplicate. The original should be placed in a sealed envelope marked "Original" and the copy placed in another sealed envelope marked "Copy". Both envelopes should then be placed in an outer envelope marked "Tender for Group Insurance Health Insurance Plan" and address to: -

**The Managing Director
Insurance Tender
BVI Ports Authority
2 Port Purcell Road
Road Town, Tortola, VG1110
British Virgin Islands**

The bearer must deposit all tenders in the "Tender Box" at the British Virgin Islands Ports Authority Head Office at Pasea Place, Road Town, Tortola, British Virgin Islands no later than April 4th, 2024 at 12:00 noon. Tenders will not be received after the "Tender Box is closed.

Tenders will be opened publicly at the British Virgin Islands Ports Authority, (Pasea Place Office) on April 5th, 2024 at 10:00 am. Tenderers are invited to attend.

The British Virgin Islands Ports Authority does not bind itself to accept the lowest or any other Tender and will not defray any cost incurred by the Tenderer.