

PRCL/Claims/03/2024



**BIDDING DOCUMENT**

**For**

**PRE-QUALIFICATION OF SURVEYORS FOR  
INDEPENDENT ASSESSMENT/EVALUATION  
OF MAJOR CLAIMS**

**(Single Stage -One Envelope)**

**JANUARY, 2024**

## **TABLE OF CONTENTS**

<b>SECTION I: REQUEST FOR PROPOSAL .....</b>	<b>3</b>
<b>Section II: Objective .....</b>	<b>5</b>
<b>Section III: Eligibility Criteria .....</b>	<b>6</b>
<b>A. Minimum Eligibility Criteria .....</b>	<b>6</b>
<b>B. Technical Evaluation Criteria .....</b>	<b>7</b>
<b>Section IV: Terms and Conditions .....</b>	<b>8</b>
<b>Section V: Application Form .....</b>	<b>10</b>

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# **SECTION I: REQUEST FOR PROPOSAL**

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**MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN  
PAKISTAN REINSURANCE COMPANY LIMITED (PRCL)**

**PRE-QUALIFICATION NOTICE  
(TENDER # PRCL/Claims/03/2024)  
PRE-QUALIFICATION OF SURVEYORS FOR INDEPENDENT  
ASSESSMENT/ EVALUATION OF MAJOR CLAIMS**

1. This Invitation to Bids follows the Procurement Advertisement for the subject project, uploaded on PRCL and PPRA websites dated January 19<sup>th</sup>, 2024.
2. Pakistan Reinsurance Company Limited (PRCL), being the sole reinsurer of Pakistan, seeks proposals from potential surveyors, registered with SECP, having proven track record and experience of conducting surveys, assessment and adjustment of insurance losses.
3. Prequalification process is open for all national applicants whereby interested applicants (bidders) may obtain tender documents free of cost from Procurement Department, 12<sup>th</sup> floor, PRC Towers, 32-A, Lalazar Drive, M. T. Khan Road, Karachi by visiting PRCL during office hours or through specified address: <https://pakre.org.pk/ms/media-pages/tender-notice>.
4. The original bids, properly enclosed in sealed envelope must be delivered to the office of the undersigned at aforementioned address no later than 11:00am on February 9<sup>th</sup>, 2024. The bids will be opened on the same day at 11:30 am.
5. The PRCL reserves the right to accept/reject any or all bids within the purview of PPRA Rules.

Sd/-  
**(MUHAMMAD ASIF GHAFOR)**  
Procurement Specialist  
PRC Towers, M. T. Khan Road, Karachi  
Ph#021-99210152

## **Section II: Objective**

Pakistan Reinsurance Company Limited (PRCL), being the sole local reinsurer of Pakistan, accepts sizeable shares on various risks from the insurance companies all over the country through both Facultative and Treaty arrangements. Similarly, PRCL has to bear/settle its respective share on claims on such businesses. Further, cumulative impact of some of the claims exceeds Rs.100 million or even more as those claims affect PRCL by way of both facultative and treaty arrangements. Likewise, in some cases, PRCL has participation through more than one of its cedents (being coinsurers or facultative share acceptors).

In view of the above, PRCL aims at constituting a Panel of SECP Licensed Surveyors by inviting proposals for pre-qualification of surveyors and subsequent signing of framework agreements for a period of 03 (three) years with the pre-qualified bidders (survey firms) as per PPRA rules. Thereafter, the pre-qualified survey firms may be appointed by PRCL on case-to-case basis as per agreed terms and conditions. Upon receiving instructions / appointment from PRCL for a particular case, the pre-qualified survey firm would be responsible to conduct surveys, assess and adjust major losses wherein PRCL has considerable share. PRCL's appointed surveyor would be responsible to visit the loss sites, jointly work with the surveyors appointed by the cedents during the entire process and issue joint survey report with them. Panel Surveyors shall also be required to play their active role in ensuring maximum salvage recoveries for the cases assigned to them.

As the nature of claims for all the classes/sub-classes viz Fire, Engineering, Motor, Accident, Marine, Aviation and Transport are different, the company intends to constitute a panel of at-least five (05) renowned surveyors having expertise in various classes of insurance with presence in major cities of Pakistan. The company may appoint a surveyor from the said panel in case of any major claim and that selection would be made by inviting their proposals and evaluating them against defined technical criteria as per PPRA rules.

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## **Section III: Eligibility Criteria**

### **A. Minimum Eligibility Criteria**

The interested survey firms meeting the following minimum eligibility criteria may apply for enlistment / pre-qualification on PRCL's panel:

- Must be registered with, Security Exchange Commission of Pakistan (SECP), all relevant tax authorities and continuously been in operations in respect of our desired categories in Pakistan for last at least 03 years.
- Must hold valid / authorized survey license issued by SECP for at least 03 classes.
- Must not be debarred and/or blacklisted by any provincial / federal entity or organization (an affidavit must be furnished for the purpose).
- Must have presence in at least any one of the following cities for which they are willing to be selected by PRCL
  - Karachi
  - Lahore
  - Multan
  - Faisalabad
  - Peshawar
  - Quetta
- Must have experience of handling at least 05 major claims either solely or jointly with other survey firm amounting to (total) at least PKR. 20 million during past 05 years.

The interested survey firms (bidders) should submit their proposals along with required supporting documents clearly demonstrating that they meet above-mentioned basic requirements as well as the technical evaluation criteria (given on next page). A compliance matrix producing all such requirement and mentioning particular page number or annexure against each of the requirement should be given in proposal.

Note: The bidder failing to meet minimum eligibility criteria would be disqualified from pre-qualification process.

## B. Technical Evaluation Criteria

Sr. No.	Evaluation Criteria	Categorized Points	Documents Required	Annexure / Page No. of Documents Attached
1	<b><u>Professional Experience of Survey Firm (No. of Years)</u></b>		Certificate of registration / license / appointment letters insurers	
	10 Years or above	15		
	Greater than 05 years but less than 10 years	10		
2	<b><u>Presence in Major cities of Pakistan</u></b> (Karachi / Lahore / RWP-Islamabad / Faisalabad / Peshawar / Quetta)		Undertaking on company's letterhead & Address with Contact Details of Offices	
	Presence in 3 or more than 3 Cities	10		
	Presence in less 3 Cities	05		
3	<b><u>Technical Resource</u></b> (Civil or Electrical or Electronics or Mechanical or Industrial Engineer with minimum 3 years work experience) 05 marks for each engineer (5 x3)	15	CVs/ relevant documentary proof	
4	<b><u>Enlistment with General Insurance Companies</u></b> (Fire & Engineering class in particular)		Proof of Enlistment	
	Enlistment with 5 or more general insurance companies when at least 2 of them are amongst top 03 general insurers.	10		
	Enlistment with up to 5 general insurance companies when one or none of them is amongst top 03 general insurers.	05		
5	<b><u>Having License</u></b> i-Fire & Property Damage; ii) Marine, Aviation & Transport; iii) Motor & Third-Party Compulsory; iv) Miscellaneous (MBD included)		Copies of the all applicable license.	
	All of the 4 classes	10		
	3 classes	05		
Maximum Marks		<b>60</b>		

**Note: Minimum qualifying marks are 40.**

## **Section IV: Terms and Conditions**

1. The applications will be received up to **February 9<sup>th</sup>, 2024** by or before 11:00AM and will be opened on the same day at 11:30AM in the presence of applicants or their representatives who may like to be present at Procurement Deptt., 12th Floor, PRC Towers, Karachi. Applications received late or incomplete in any respect shall not be entertained.
2. PRCL may reject/disqualify any application if it finds at any time that the information submitted was false, fake and materially Inaccurate.
3. Application form must be filled completely & properly, otherwise it will be considered as Non-Responsive.
4. Complete Profile, Book-lets and Brochures (if any) should be enclosed/ attached with the applications.
5. No Applicant shall be allowed to alter or modify his application after the envelopes/ applications have been opened. However, PRCL may seek and accept clarifications to the application that do not change the substance of the proposal/application.
6. PRCL shall evaluate the profiles/record/documents submitted by the applicant and shall communicate to those who have not been pre-qualified with the reasons for not pre-qualifying them. Pre-Qualified Surveyor firms shall also be communicated in writing.
7. Selection shall be made as per standard criteria.
8. Contract with the successful applicants shall be made initially for a period of one year and further renewed/extended yearly basis up to maximum of 03 (three) years in total subject to satisfactory performance.
9. Incorrect information of any sort shall make the firm liable to be debarred from contract with PRCL, even after award of the Work Order/Contract.
10. Survey Fee/Charges shall be applicable as per approved rate of PRCL subject to deduction of Government Taxes which shall be made through cross cheques in the name of Firm. No cash payment shall be made for any survey or services.
11. Pakistan Reinsurance Company Limited may reject all applications or any application at any time as this advertisement is only an invitation to treat. However, the company may, upon request, communicate to any applicant who applied, the grounds for rejection of an application per company policy.



12. Applications received by Fax or email shall not be accepted.

***Terms and conditions, specified in the Pre-Qualification Document are fully understood and accepted and we hereby agreed to abide by and fulfill all the terms and conditions.***

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_



The logo features a stylized green Urdu calligraphic symbol above the text 'PakRe' in a bold, green, sans-serif font. A thick green horizontal line is positioned below the text.

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**Section V: Application Form**

Name of Firm (in block letters):  
\_\_\_\_\_

Name of the Owner of the Firm:  
\_\_\_\_\_

Owner's CN IC Number:(attach copy)  
\_\_\_\_\_

Qualifications of the Head of Firm (attach CV)

Firm Registration No./ Date Incorporation with SECP: \_\_\_\_\_ (attach copy)

Firm Registration No. with PEC: \_\_\_\_\_ (attach copy)

NTN No. \_\_\_\_\_ (attach copy) SST Registration: \_\_\_\_\_ (attach copy)

Class of Business: (Please «the relevant box) \_\_\_\_\_ Fire \_\_\_\_\_ Marine \_\_\_\_\_ Motor \_\_\_\_\_ MBD

Experience in related field (Years): \_\_\_\_ No. of other Employees: \_\_\_\_\_ (Attach CV's)

No. of Employees: Professional I Engineers (Civil/Electrical/Mechanical: (Attach CV's)

Enlistment with other Insurers: (Attach list) \_\_\_\_\_

Top 10 Surveys Projects (2020-21) with Client's Names & Insurer's Name: (Attach List)

Address (Head Office) \_\_\_\_\_

Address (Branch)  
1. \_\_\_\_\_

2. \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Mobile phone \_\_\_\_\_

Documents attached with the application:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
Signature & Company  
Stamp