

# Terms of reference (ToRs) for the procurement of services below the EU threshold

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## Motor vehicles Insurance coverage for GIZ –Ethiopia

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**Project number/  
cost centre:**

**94.9064.0-001.00**

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The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH Office in Ethiopia, would like to bid and select technically and financially viable Insurance Company, which would enter into a Framework Agreement; and to register the GIZ owned Vehicles as its clients for the provision of 3rd Party and Comprehensive Insurance coverages, for the period from 01.12.2021 to 30.11.2023.

### Background

The GIZ Addis Ababa office is an Inter-Governmental Office, which is running on the basis of bilateral agreement entered between the Federal Government of Germany and the Federal Government of Ethiopia for Technical and Development Cooperation in Ethiopia. GIZ is the representative office of the German Government Agency working in Ethiopia for the implementation of GIZ Programs and Projects throughout the country in accordance to the bilateral agreement. Based on the above ground, it possesses and administers different kinds of vehicles (3 tractors and 4 motorcycles and around 200 motor vehicles), as a supportive tool for the proper implementation of its activities in the country. These vehicles are owned by the GIZ Office in Ethiopia and are of different models with duty free & duty paid status. All these vehicles are under insurance coverage to date.












At this stage, renewal of existing Insurance Coverage for coming two years, with possibility of extension for additional one year has become imminent.

The GIZ Addis Ababa Office would like to grant its insurance coverage contract to a vibrant, diligent and responsive insurance company with relatively less bureaucratic hurdles in handling claim and solving problems in a timely and efficient manner.

Therefore, GIZ Office, Addis Ababa, invites all eligible and competent Insurance Companies to bid and issue their Technical and Financial Offers along with their respective Company Profile and other credentials as a supporting document.

### Scope of Insurance

The 3<sup>rd</sup> Party and Comprehensive Insurance should cover damage to all GIZ cars for incidents and collisions. This insurance agreement should also include coverage for:

-  Fire or explosion
-  Theft
-  Vandalism
-  Storm, Hail, Lightening or Flooding
-  Collusion
-  Glass Breakage (Window, Head lump, Mirrors etc.)
-  Fire or smuggling damage caused by short circuit
-  Accident
-  Deliberate or malicious Action of external bodies
-  Damage sustained from hitting an animal or bird
-  Damage from falling objects on the vehicles

- + Excess amount for each type of vehicle
- + Own damage claim handling & placing damage vehicle to the organization service provider garage
- + Other deemed necessary.

### **In Addition to the above**

#### **2. A Comprehensive insurance coverage**

- + Own damaged and other vehicle damaged during accident
- + PAB per person cover (i.e. Driver and passengers)
- + Third party cover for pedestrians
- + Family member coverage (Wife and Children)
- + Permanent disability
- + Bodily injury /death
- + Medical expense

#### **2. B Third party liability coverage (Government Fund)**

- + Third party coverage – Employee & Pedestrians
- + Passenger coverage Per seat / Per passenger
- + Damage on another vehicle
- + Bodily injured or death coverage
- + Permanent disability
- + Property damage per event
- + Medical expense

### **Requirements**

1. State your premium in a separate option as stated above
2. Provide a set of range of deductible choices, so that GIZ could be able to select and decide on.
3. Proven experience with other inter-governmental agencies in the same type of service is also an advantage. (Testimony should be attached)
4. Maximum time required for settling a claim (for Addis Ababa and field offices)
5. State regional branch office location throughout Ethiopia.
6. Own damage claim handling & placing damaged vehicle to the organization preferred service provider garage is also an advantage.