



Embassy of the United States of America

Bogotá, D.C., Colombia

GSO/ Contracting Unit

Vehicle Insurance

Solicitation No.: S-CO200-14-R-0004

Formal Questions from Vendors

April 11, 2014

Question #1: Section L.2.4 (5): A copy of the mandatory insurance policy in local language is requested and translated into the English Language. Our firm does not understand what it is being requested, is it a copy of generic mandatory insurance (SOAT)? Please provide an explanation.

Answer: Yes, please provide a generic sample of the mandatory insurance (SOAT). Further, we recommend that you have the document translated so that you ensure that you understand the requirements of the solicitation and ultimately of the contract.

Question#2: Section B.7.0 Partial Annual Premiums, paragraph B.7.1 refers to Section G.2.4 which I did not find in this solicitation package, could please clarify it?

Answer: Section G.2.4 can be found in Page 19 and 20 of the solicitation document. Below is the full text of the aforementioned clause follows:

“G.2.4 Timing of Payments - Payments under this contract will be made as follows:

- 1. For Third Party and Excess Liability Insurance: Annually in advance, within thirty (30) days after:***
 - a) The date of receipt of a proper invoice in the designated payment office duly approved by the COR that services have been received complete, and***
 - b) Receipt of the actual insurance policy(ies) on all vehicles that are accepted by the Government, whichever is later.***
- 2. For Mandatory Insurance (SOAT): Quarterly in advance, within thirty (30) days after:***
 - a) The date of receipt of a proper invoice in the designated payment office duly approved by the COR that services have been received complete, and***
 - b) Receipt of the actual insurance policy(ies) on all vehicles that are accepted by the Government, whichever is later.”***

Question #3: Section B – Supplies or Services and Prices/Costs. Paragraph B.8.3 Retention Amounts per separate premium paid for Third Party Liability Insurance. Please clarify if the information requested under this paragraph will be taken into account for

evaluation purposes as this information (bodily injury and property damage) can only be provided by an insurance company?

Answer: No, the retention amounts are not among the evaluation factors, i.e., 1) adequate financial resources or the ability to obtain them – *financial capability statement for a three year period*; 2) ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments; 3) satisfactory record of integrity and business ethics; 4) necessary organization, experience, and skills or the ability to obtain them; 5) necessary equipment and facilities or the ability to obtain them; and 6) otherwise qualified and eligible to receive an award under applicable laws and regulations.

However, as stated in Paragraph B.8.1 “For purposes of any economic price adjustment, this retention amount is a fixed amount that is a part of the premium amounts in B.3.” Hence, these amounts will affect the overall price proposal and cannot be adjusted over the life of the contract.

Question #4: Section K – Representations, Certifications and Other Statements of Offerors - Paragraph K.1. 52.203-2 Certificate of Independent Price Determination: Please clarify if the certification information requested under this paragraph must be supplemented by any other information or if the transcript of the text and signature of the document is sufficient.

Answer: By submitting and filling in blanks in Section K, your firm is in compliance with this section/requirement. No further information is necessary to comply with this requirement.

Question#5: Section K.2. 52.203.11 K.2 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions: Like the previous question: Please clarify if the certification information requested under this paragraph must be supplemented by any other information or if the transcript of the text and signature of the document is sufficient.

Answer: By submitting and filling in blanks in Section K, your firm is in compliance with this section/requirement. No further information is necessary to comply with this requirement.

Question #6: K.3. 52.204-3 Taxpayer Identification (Oct 1998): Please clarify if this paragraph applies for this process. If so, how should our firm proceed with?

Answer: Yes, your firm must fill in the blank under Paragraph (d) by providing your firm’s Tax Identification Number – TIN (Numero de Identificacion Tributaria - NIT).

Question #7: Section L -- Instructions, Conditions and Notices To Offerors: Paragraph 3: “The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.”

According to the above paragraph we should See Section 2, Clause DOSAR 652.242-73; however, Section 2 does not exist, please clarify what does Section 2 make reference to?

Answer: The reference to Section 2 was erroneously included in the solicitation. The full text of DOSAR 652.242-73 under Section I.6.5. is cited below:

“I.6.5 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

(1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That it has obtained all necessary licenses and permits required to perform this contract; and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.”

The bidder company must either already have the required licenses or permits, or provide information – licenses and permits it needs to obtain, and the timetable for obtaining the permits, regarding its plans for obtaining the required licenses and permits.

Question #8: Section L.2., Paragraph 4, letter (d): Please clarify what type of insurance is required in this paragraph?

Answer: Paragraph 4, letter (d) states that “If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), or (2) a statement that the contractor will get the required insurance, and the name of the insurance provider to be used. No insurance is required by the solicitation.”

Question #9: Paragraph L.2. Submission of offers: In order to submit the three (3) volumes, can our firm put them in a three-ring binder by putting tabs as dividers with the three volumes, as requested by the solicitation?

Answer: Yes, as long as volumes are properly identified/labeled.

Question #10: Can we request detailed loss runs for full 5 years plus current year and more years if available?

Answer: Please see chart below. Note that the below figures are given in Colombian Pesos Col P\$.

Poliza	Siniestro	Certificado	F.Pago	Vr.Pago
20100001528	M201000059624	177	20100514	15.213.441
20100001528	G200900181479	133	20100519	577.995
20100001528	M201000059624	177	20100520	509.000
20100001528	M201000059624	177	20100527	6.731.313
20100001528	M201000085763	238	20100615	649.760
20100001528	M201000085763	238	20100721	85.000
20100001528	G200900137082	129	20100727	3.051.222
20100001528	G200900181479	133	20100812	3.121.171
20100001528	M201000131837	66	20100824	460.000
20100001528	M201000019357	233	20100913	1.503.539
20100001528	M201000043169	73	20100916	301.600
20100001528	G200900137082	129	20101005	589.903
20100001528	M201000125129	204	20101020	515.000
20100001528	M201000166703	130	20101112	431.500
20100001528	M201000125129	204	20101123	367.550
20100001528	M201000190718	208	20101214	515.000
20100001528	M201000158851	69	20110105	350.000
20100001528	G200900182609	61	20110310	496.900
20100001528	M201100007073	199	20110408	2.479.444
20100001528	M201100007073	199	20110428	5.130.220
20100001528	G200900182609	61	20110428	816.779
20100001528	M201100007073	199	20110509	85.000
20100001528	M201100007073	199	20110509	85.000

348144	1381	14097924	319	2,842,476
349440	1381	14097924	222	80,000
350286	1381	14097924	228	80,000
350483	1381	14097924	264	787,333
350759	1381	14097924	125	1,285,665
354868	1381	14097924	19	1,271,180
354913	1381	14097924	172	1,058,353
359060	1381	14097924	125	180,000
364391	1381	14097924	264	80,000
364426	1381	14097924	276	714,120
365449	1381	14097924	303	1,080,000
367747	1381	14097924	172	180,000
367847	1381	14097924	123	877,778

369232	1381	14097924	276	928,356
370150	1381	14097924	264	180,000
370965	1381	14097924	287	180,000
371466	1381	14097924	394	180,000
371494	1381	14097924	296	180,000
373178	1381	14097924	42	335,153
375280	1381	14097924	170	7,337
376135	1381	14097924	51	188,496
376251	1381	14097924	55	510,537
377194	1381	14097924	198	8,496
378170	1381	14097924	280	8,496
378168	1381	14097924	19	8,496
378172	1381	14097924	168	8,496
380735	1381	14097924	65	3,862
381999	1381	14097924	310	188,496
386113	1381	14097924	109	188,496
386935	1381	14097924	109	280,000
388903	1381	14097924	304	180,000
389717	1381	14097924	109	180,000
389973	1381	14097924	226	323,449
389975	1381	14097924	260	355,795
391914	1381	14097924	139	80,000
391815	1381	14097924	48	180,000
391966	1381	14097924	142	180,000
392371	1381	14097924	142	710,542
396998	1381	14097924	333	180,000
402014	1381	14097924	56	180,000
402069	1381	14097924	389	80,000
402275	1381	14097924	248	80,000
414070	1381	14097924	58	80,000
414072	1381	14097924	134	80,000
417071	1381	14097924	93	3,636,256
418175	1381	14097924	42	180,000
418174	1381	14097924	300	80,000
419100	1381	14097924	107	1,885,914
422997	1381	14097924	145	80,000
424150	1381	14097924	107	80,000
425375	1381	14097924	87	520,000
427595	1381	14097924	287	180,000
427490	1381	14097924	177	80,000
431547	1381	14097924	71	180,000
430700	1381	14097924	87	180,000
435535	1381	14097924	154	3,000,000

436354	1381	14097924	154	180,000
436427	1381	14097924	101	3,986,942
437175	1381	14097924	51	2,540,679
441872	1381	14097924	41	1,400,000
442755	1381	14097924	102	80,000
447830	1381	14097924	307	2,468,414
451953	1381	14097924	108	180,000
5035375	1381	14097924	153	2,385,251
5043842	1381	14097924	151	697,786
5194261	1381	14097924	301	3,752,500
6019483	1381	14097924	80	1,100,000
7877460	1381	14097924	115	627,000
8327010	1381	14097924	399	1,700,100
8620037	1381	14097924	356	625,000
9640625	1381	14097924	261	1,956,978
10305777	1381	14097924	453	1,500,000
10590251	1381	14097924	97	3,980,000
11165241	1381	14097924	482	1,133,400
11166211	1381	14097924	183	80,000
12004125	1381	14097924	247	800,000
12522899	1381	14097924	125	2,000,000
12930692	1381	21210562	57	2000000
13791287	1381	21210562	286	1366000
14011809	1381	21210562	75	600000
15137093	1381	21210562	100	778326
15756407	1381	21210562	474	1385949
16196383	1381	21210562	270	1480000
16272445	1381	21210562	153	273547
17106173	1381	21210562	123	80000
17785828	1381	21210562	224	180000
17935966	1381	21210562	388	317130
18616601	1381	21210562	381	1179000
18701731	1381	21210562	323	1179000
18965101	1381	21210562	207	1056247
19239323	1381	21210562	432	2200000
19698611	1381	21210562	431	5961303
19707173	1381	21210562	56	80000
19976161	1381	21210562	370	80000
19987211	1381	21210562	130	180000
20379019	1381	21210562	353	80000
20456638	1381	21210562	91	786000
20685705	1381	21210562	272	4800000
20853892	1381	21210562	113	180000

21200630	1381	21210562	305	700000
21461791	1381	21210562	185	732000
21972428	1381	21210562	113	200000
22131157	1381	21210562	379	80000
22384938	1381	21210562	153	1258040
22398043	1381	21210562	302	180000
22839152	1381	21210562	393	2600000

Grand Total P\$136,066,507.00

Question #11: Radius of operations point A to point B is important. Also, will some of these autos be used by the DOS for their drug eradication efforts in Colombia?

Answer: **The USG vehicles are mainly driven within and surrounding areas of the following cities: Bogota, Melgar/Tolemaida, Barranquilla, Cali, Medellin, Cartagena, Guaymaral, Tumaco, Espinal, Santa Marta, Cauca, San Jose del Guaviare, Larandia, and Condoto.**

Question #12: Please identify who will be driving the autos and for what purpose?

Answer: **In general, the vehicles will be driven by US Government employees (Americans and LES) and contractors. For security reasons, further details regarding the drivers will be provided to the selected vendor at the time of award.**

Question #13: Concentrations of autos in any one location?

Answer: **Vehicles are concentrated in the following cities throughout Colombia: Bogota, Cartagena, and Melgar/Tolemaida.**

Question #14: At this juncture, may we presume the automobile coverage requested is strictly automobile liability Bodily Injury and Property Damage with limits of US\$1 Million?

Answer: **Please see section C.2. of the solicitation for insurance coverage. SOAT and Third Party Liability coverage is accurate to comply with GOC requirements for diplomatic missions.**

“C.2. INSURANCE COVERAGE.

“The Contractor shall provide Third Party and Excess Liability and Mandatory Transit Insurance coverage for all the vehicles, motorcycles, cargo trucks, and forklift listed in Section B. This insurance shall include:

<i>Type of Coverage</i>	<i>Minimum Required Amount</i>
<i>a. Third Party and Excess Liability Insurance</i>	<i>Col Pesos\$660.000.000.00 per accident/event</i>

b. Mandatory Transit Insurance

Col Pesos per victim

- | | |
|--|--|
| <i>1. Medical Expenses/Surgery/Medicines</i> | <i>800 x daily minimum wage</i> |
| <i>2. Permanent Disability</i> | <i>180 x daily minimum wage</i> |
| <i>3. Victim Death & Funeral Expenses</i> | <i>750 x daily minimum wage</i> |
| <i>5. Victim Transportation expenses</i> | <i>10 x daily minimum wage”</i> |

Question #15: Does the Department of State have a Controlled Master Auto Program for their Automobiles?

Answer: We are unaware of any such program.

Question #16: Can you please confirm which losses are liability and which are SOAT? Are they combined in the loss data provided?

Answer: There are two separate accident statistic reports: Attached please find the SOAT accident statistic report and the Third Party accident statistic report.

Question #17: The Detailed Schedule Provided Two Tabs Liability by Agency vs. Mandatory by Agency:

Noted the number of Autos by type of Auto PPT, Light Truck or Heavy Truck and if there are any vans or buses, we must know the number of seats where provided for many of the automobiles on the auto listing. We need to know the radius of operations.

Answer: See response to Question #11.

Question #18: What is the difference between the two tabs “Liability by Agency vs. Mandatory by Agency” Are the autos the same on both of these lists - Basically we need 1 listing of autos with the type of auto noted (PPT, Pick-up, light truck vs. heavy truck and vans/buses (inclusive of number of seats) and radius of operations.

Answer: Note that two (2) types of insurances are required under this solicitation with different coverage, please see Clause G.2. for type and insurance coverage. Also, please refer to question number 14 above.

Question #19: What is the expiring premium and coverage (TPL or TPL and Own Damage)?

Answer: The current coverage expires on June 30, 2014. For insurance coverage please refer to question number 14 above.

Question #20: The loss information provided is only paid, not outstanding see my further comments below. If you have any additional information on Total Incurred Loss information for 3 or more years, please advise along with claim counts and auto counts.

Answer: Please see question number 10 above. See Answer to Question # 16: Two accident statistic reports: SOAT & Third Party Liability.

Question #21: What is the total number of vehicles? Some tabs show and expiring premiums in US\$? One tab shows 392 units, the other 384 which is correct?

Answer: **The number of vehicles provided in Section B.3.3 is accurate; the difference reflect those vehicles that do not require a mandatory insurance such as forklifts, etc.**

Question #22: Question 1 of the Pre-Proposal Conference Q&As. Financial statements: It is not clear if also the Insurance Company presents the Financial Statements with the broker, it means that also the Insurance Company and the broker has to submit and sign the contract? This question is because the requirements established in the contract are for services most of it of an Insurance BROKER not an insurance Company.

Answer: As stated in our answer of question number 1 of the solicitation *“The entity submitting the proposal should submit certified financial statements for both the broker and the insurance company submitting the proposal under the name of the broker. This information is used to determine the solvency of both the brokerage and the insurance company operation.”* **The insurance company (underwriter) and the broker are equally responsible for performance of the contract; hence, both entities must demonstrate that they have the financial resources to deliver.**

Question #23: Question 18 of the Pre-Proposal Conference Q&A: Who Signs the contract? You answered that most of the times it is the Insurance Company, however it was HELM INSURANCE BROKER, the only one that sign this contract 5 years ago and we are an INSURANCE BROKER, not an Insurance Company, and we signed it because it is the broker who is the responsible with the Embassy of all the requirements and services asked in the contract. And is also important that is only the broker because if the Insurance Company doesn't work we can change the insurance company for another one, but if the insurance company also signed the contract they will be the Insurance company of the Embassy for all the 5 years.

Answer: **Please see the response to question #22 above. Present contract conditions do not dictate the requirements of the current contract.**