

**SOLICITATION FOR VEHICLES INSURANCE SERVICES  
SRS500-15-R-0001**

QUESTIONS RECEIVED FROM PROSPECTIVE OFFERORS PRIOR TO THE PRE-  
PROPOSAL CONFERENCE OF 20 OCTOBER 2015

**Question 1:**

To made the proper offer we need the information on excel or word extension.

**Answer:** The solicitation document is presented “as is” and will not be changed into either Excel or Word format.

**Question 2:**

The preliminary calculation of the mandatory insurance premium for one year with the bonus-malus coefficient 1.

**Answer:**

It will be the offeror’ choice what coefficient or what information to be used when calculating insurance premiums. Please refer to Section M, paragraph M.1.2 Basis for Award.

**Question 3:**

For precise calculations we need the additional information on each vehicle:

- a. Category of a vehicle (A,B,C,D);
- b. For C category the maximum permissible weight for each vehicle;
- c. For D category the number of passenger seats

**Answer:**

**Categories**

A – 0 vehicles (We have no motorcycles)

B – 87 vehicles (Sedans, station wagons, not more than 8 passengers with driver)

**C – 15 vehicles (Trucks or vans with gross weight more than 3.5 tons (weight in chart))**

Plate	Year	Make / Model	Type	HP	Max KG
004CD1 77	2009	CADILLAC DEVILLE (DTS)	SEDAN	275	3977
004D018 97	2013	FREIGHTLINER M2106	TRUCK	260	11793
004D043 97	2013	FREIGHTLINER M2106	TRUCK	250	11793
004D147 97	2014	FREIGHTLINER SPRINTER	STEPVAN	161	4531
004D551 99	2005	MERCEDES G270	SUV	156	4550
004D692 99	2009	CHEVROLET SUBURBAN	SUV	310	4892
004D700 77	1999	FORD F 450 WRECKER	WRECKER	220	3850
004D701 99	2009	CHEVROLET SUBURBAN	SUV	330	4691
004D727 99	2010	CHEVROLET SUBURBAN	SUV	310	4691
004D778 99	2011	IVECO EUROCARGO 140 E22P	TRUCK	218	4500
004D896 99	2010	CHEVROLET EXPRESS	VAN 11 pax	323	5367

004D933 99	2011	CHEVROLET SUBURBAN	SUV	255	5021
004D934 99	2008	CHEVROLET SUBURBAN	SUV	255	5021
004D940 99	2012	IVECO EUROCARGO 140 E22P	TRUCK	218	14000
004D942 99	2012	CHEVROLET SUBURBAN	SUV	352	4259

**D – 11 vehicles (Busses, more than 8 seats)**

Tag	Year	Make / Model	Type	# passengers	HP
004D026 97	2012	CHEVROLET EXPRESS	VAN	11	280
004D029 97	2013	MERCEDES-BENZ 223602	BUS	19	163
004D030 97	2013	MERCEDES-BENZ 223602	VAN	19	163
004D052 97	2014	CHEVROLET EXPRESS	VAN	14	280
004D078 97	2013	CHEVROLET EXPRESS	VAN	11	280
004D586 99	2007	FORD ECONOLINE	VAN	11	255
004D698 99	2009	FORD ECONOLINE	VAN	15	259
004D699 99	2009	FORD ECONOLINE	VAN	15	259
004D868 99	2012	FORD ECONOLINE	VAN	15	255
004D983 99	2013	CHEVROLET BLUE BIRD MICRO BIRD	BUS	28	255
004D984 99	2013	CHEVROLET BLUE BIRD MICRO BIRD	BUS	28	255

**Question 4:**

When signing the agreement for the mandatory insurance for each vehicle, the bonus-malus coefficient for the premium calculation, which shows the presence or absence of any losses in previous agreements for the mandatory insurance, shall be determined on the basis of the information received from the Automated System of the Russian Insurers Association (RSA). The bonus-malus coefficient shall be calculated on the date of the beginning of the new agreement, as prescribed by the Russian legislation on the mandatory insurance.

**Answer:**

Attachment B shows the information about accidents history received from the Automated System of the Russian Insurers Association (RSA). In compliance with Russian legislation, annual mandatory insurance premiums should be calculated on the basis of this information.

**Question 5:**

In case of insurance for the 2<sup>nd</sup>, 3<sup>rd</sup> etc. years the premiums for the insurance shall be determined for each vehicle by the insurance rates in effect at the date of the contract signature, taking into account the bonus-malus coefficient.

**Answer:**

See the answer to Question 2. Also note that the offeror shall provide insurance premiums for all vehicles for the base and all option years of the contract. See Section L, paragraph L.2.4(2) Detailed Instructions.

**Question 6:**

List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

**Answer:**

Please refer to Solicitation Section B - SUPPLIES OR SERVICES AND PRICES/COSTS, Section C - DESCRIPTION/SPECIFICATION/WORK STATEMENT and Section L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

**Question 7:**

Can you send the soft copy of the tender document through email.

**Answer:**

A copy of the solicitation is available on the FBO site with the address [www.fbo.gov](http://www.fbo.gov) and on the Embassy Internet site with the address: <http://moscow.usembassy.gov/bids.html>.

**Question 8:**

Names of countries that will be eligible to participate in this tender.

**Answer:**

Any company located in any country may submit an offer to the Embassy; the important requirement is that a company must have a valid license for providing insurance services in the Russian Federation issued by the Central Bank of Russia. A copy of the license must be attached to the proposal. See Section L.1.2 QUALIFICATIONS OF OFFERORS, paragraph 3.

**Question 9:**

Information about the Tendering Procedure and Guidelines.

**Answer:**

See Section L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS.

**Question 10:**

What is the estimated budget for this purchase?

**Answer:**

We don't have an estimated budget for this contract. Please see Section M, paragraph M.1.2 Basis for Award.

**Question 11:**

Is any extension of bidding deadline possible?

**Answer:**

Yes, the Contracting Officer may decide to amend the solicitation during the solicitation period to change the closing date for receipt of offers. The amendment, if issued, shall be posted on the FBO site and on the Embassy Internet site and must be acknowledged by the offerors and included in the proposal. Also see FAR 52.215-1 Instructions to Offerors-Competitive Acquisition.

**Question 12:**

Will there be Any Addendum or Pre Bid meeting Minutes?

**Answer:**

Yes, the Minutes from the Pre-proposal conference will be issued and posted on the FedBizOpps site with the address: [www.fbo.gov](http://www.fbo.gov) and on the Embassy Internet site with the address: <http://moscow.usembassy.gov/bids.html>.

**Question 13:**

Does the Combined Synopsis/Solicitation under solicitation number SRS50015R0001 contain requirements similar to a current contract?  
If possible, please provide the current contract number.

**Answer:**

There are some changes in the new solicitation. Third Party Liability Insurance – Bodily Injury insurance as a separate priced line item has been removed from the solicitation. Please see section B of the solicitation. The current contract number is SRS500-11-D-0100.

**Question 14:**

Is this a new requirement for the government?

**Answer:**

No, it's a continued service.

**Question 15:**

I would be grateful for the opportunity to get acquainted with the tender specification version WORD or EXCEL in order to optimize the process of calculating the cost.

**Answer:** See the answer to Question 1.