

MINISTRY OF FINANCE



INSTRUCTION TO BIDDERS AND BID SPECIFICATION SHEET

Request for Bid:

**INSURANCE COVERAGE PLACEMENT FOR THE MOTOR VEHICLE FLEET
OF THE GOVERNMENT OF BELIZE**

2026 - 2028

Tender No:

Issue Date: September 19, 2025

Closing Date: October 17, 2025

Time: 10:00 am

**INSURANCE COVERAGE PLACEMENT FOR THE MOTOR VEHICLE
FLEET OF THE GOVERNMENT OF BELIZE
2026 - 2028**

INSTRUCTION TO BIDDERS:

1. Scope of Bid:

Companies are invited to submit a bid for the services specified in *Section 3: Specifications of Bid*, in accordance with this Request for Bid.

2. Bidder Eligibility:

A. Eligibility Criteria:

To participate in this bidding process, bidders must meet the following eligibility criteria:

1. Company must be **duly licensed** by the Supervisor of Insurance and in possession of a **valid insurance certificate** issued by the Officer of the Supervisor of Insurance & Private Pensions.
2. Company must provide **current letters of good standing** from each of the following agencies:
 - Belize Tax Service
 - Belize Companies Registry
 - Belize Social Security Board
 - Office of the Supervisor of Insurance & Private Pensions
3. The Company must have an office, or a registered agent located in Belmopan. (*Provide the name and address of such agent.*)

3. Specifications of Bid:

Bid Submissions must include:

1. **Letter of Bid and Bidder Qualification Information Form**, both duly signed.
2. Unit cost for Third Party Insurance for **1,400 vehicles** using the attached **Bid Specification Sheet and Price Schedule**, signed. (Vehicles include cars, pickups, SUVs, trailers, heavy machines, tractors of various engines and cylinder sizes)
3. Unit cost for Third Party Insurance for **300 motorcycles** using the attached **Bid Specification Sheet and Price Schedule**, signed

4. Full **detail of coverage scope**. Claims service and any special conditions must be clearly outlined. (*Please include this as part of the Bid Specification Sheets*)
5. Audited *financial statements* for the past two (2) years.
6. **Organogram of Company** highlighting dedication to customer service support.
7. **Bid Validity Declaration Form** signed
8. OTHER: **Competitive Rates for Comprehensive Motor Vehicle Insurance for 200 to 300 vehicles**, using the attached **Bid Specification Sheet** and **Price Schedule**. (*This will not be included in the evaluation of the bid and will be treated as a separate item.*)

4. Bid Preparation and Submission:

A. Bid Validity Period:

Bids should remain valid for a period of 90 days starting from the bid submission deadline. During this period bidders cannot modify or withdraw their offer.

B. Bid Currency:

Bid price must be in Belize dollars and include all applicable taxes.

C. Bid Submission Requirements:

1. Bids must be presented in the English language.
2. One (1) Original and three (3) copies of bids must be provided.
3. Bids should be deposited in person, in the Tender Box at the Ministry of Finance, Third Floor, Edney Cain Building, Belmopan, in a sealed envelope clearly marked **TENDER FOR INSURANCE COVERAGE PLACEMENT FOR THE MOTOR VEHICLE FLEET OF THE GOVERNMENT OF BELIZE**.
4. The **deadline for the submission** of bids is **October 17th, 2025, at 10:00 am.**
5. Bids will be opened at 10:15 am at the Ministry of Finance's conference room, Sir Edney Cain Building, Belmopan, Belize in the presence of the bidders (or their representative(s)) who choose to attend.
6. Late bids will not be accepted and returned unopened.

5. Terms and Conditions:

1. This Bid is for the entire scope of service. Bids submitted for partial scope of service will be disqualified.
2. The Government of Belize, through its Ministry of Finance, reserves the right to cancel the entire proceedings at any time without incurring any cost.

For Queries related to this document or this bidding process, please contact:

Manager
Assets and Utilities Management Unit
Email : aumu@mof.gov.bz

LETTER OF BID

Date: _____

Tender for Insurance Coverage Placement for the Motor Vehicle Fleet of the Government of Belize 2026 - 2028

To: *Ministry of Finance – Government of Belize*

Having examined the Instruction to Bidders, we offer to execute the *Tender for Insurance Coverage Placement for the Motor Vehicle Fleet of the Government of Belize 2026-2028* in accordance with the stated specifications for the amount as follows:

Our TOTAL Bid Price (inclusive of all taxes) is _____ Belize Dollars.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity Period of 90 days.

We have no conflict of interest. We do not have any outstanding sanctions from the GOB.

Our firm, its affiliates or subsidiaries has not been declared ineligible by Government of Belize (GOB).

We will use our best efforts to assist GOB in any investigation.

We hereby agree that in competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Belize.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

BIDDER QUALIFICATION INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

1. Bidder's Name <i>[insert Company legal name]</i>
2. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
3. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
4. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Email Address: <i>[insert Authorized Representative's email address]</i> Phone Number: <i>[insert Authorized Representative's contact number]</i>

Authorized Signature: _____

Name and Title of Signatory: _____

BID SPECIFICATIONS SHEET

1. Summary of Specifications – Third Party Insurance (Vehicles)

No	Items	Quantity	Description & Purpose	Scope of Coverage
1.	Third Party Insurance Coverage	1,400	Vehicles (cars, pickups, SUVs, trailers, heavy machines, tractors of various engines and cylinder sizes)	<p style="text-align: center;">Please provide FULL detail of coverage scope.</p> <p style="text-align: center;">Claims service and any special conditions must be clearly outlined</p>

BID SPECIFICATIONS SHEET

2. Summary of Specifications – Third Party Insurance (Motorcycles)

No	Items	Quantity	Description & Purpose	Scope of Coverage
1.	Third Party Insurance Coverage	300	Motorcycles	<p style="text-align: center;">Please provide FULL detail of coverage scope.</p> <p style="text-align: center;">Claims service and any special conditions must be clearly outlined</p>

BID SPECIFICATIONS SHEET

3. Summary of Specifications – Comprehensive Insurance (Vehicles)

The Government of Belize is seeking to negotiate the best rates for Comprehensive Motor Vehicle Insurance for **200 to 300 vehicles** with per unit vehicle value in the range of \$50,000 to \$150,000).

*This section will **not** be used for evaluation purposes.*

No	Items	Quantity	Description & Purpose	Scope of Coverage
1.	Comprehensive Insurance Coverage	200 to 300	Vehicles (SUVs)	<p style="text-align: center;">Please provide FULL detail of coverage scope. Claims service and any special conditions must be clearly outlined.</p>

PRICE SCHEDULE

THIRD PARTY INSURANCE COVERAGE

Service N°	Description of Services	Quantity and physical unit	Service Rate <i>(in Belize Dollars)</i>
1.	Third Party Insurance for Vehicles	1,400	<i>[insert price]</i>
2.	Third Party Insurance for Motorcycles	300	<i>[insert price]</i>
Total Bid Price :			<i>[insert price]</i>

Name of Bidder: *[insert complete name of Bidder]*

Signature of Bidder: *[signature of person signing the Bid]*

Date: *[insert date]*

PRICE SCHEDULE

COMPREHENSIVE INSURANCE COVERAGE

The Government of Belize is seeking to negotiate the best rates for Comprehensive Motor Vehicle Insurance for **200 to 300 vehicles** with per unit vehicle value in the range of \$50,000 to \$150,000).

*This section will **not** be used for evaluation purposes.*

Service N°	Description of Services	Quantity and physical unit	Service Rate (in Belize Dollars)
1.	Comprehensive Insurance for Vehicle (Value range is \$50,000 to \$150,000)	200	<i>[insert price]</i>
2.	Comprehensive Insurance for Vehicle (Value range is 50 to 150K annually)	250	<i>[insert price]</i>
3.	Comprehensive Insurance for Vehicle (Value range is 50 to 150K annually)	300	<i>[insert price]</i>

THIS WILL NOT BE INCLUDED IN THE EVALUATION OF THE BIDS

BID VALIDITY DECLARATION

*[If required, the **Bidder** shall fill in this form in accordance with the instructions indicated in brackets.]*

Date: *[insert date]*
Name of contract: *[insert name]*

To: Ministry of Finance – Government of Belize

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a bid validity declaration.
2. We accept that we shall be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of *six (6) months* starting on *October 17th, 2025*, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our Bid during the period of bid validity specified by us in the Letter of Bids; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders; or
 - (c) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract Form
3. We understand this bid validity shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification informing us that we are not the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

EVALUATION CRITERIA:

The submitted bids will be evaluated based on the following criteria:

Regulatory Compliance (15 Points):

- Validity of the insurance license certificate.
- Good standing status with the Tax Service, Companies Registry, Social Security Board, Office of the Supervisor of Insurance & Private Pensions.

Financial Stability (15 Points):

- Assessment of the audited financial statements for the past two years to ensure the long-term viability of the contract.

Cost Competitiveness (30 Points):

- Overall cost of Third-Party Insurance for both vehicle categories (1,400 vehicles and 300 motorcycles).
- Inclusion of all applicable taxes

Scope of Coverage (20 Points):

- Details of coverage per type of vehicle.
- Clarity and detail in outlining claims service and any special conditions.

Local Presence (5 Points):

- Having an office or registered agent located in Belmopan.

Customer Service and Support (10 Points):

- Availability and quality of customer service, as substantiated by company's organogram.

Additional Offers (5 Points):

- Any added value or services, such as quick claim resolution, online tracking, or other client benefits.

Total Score: 100 Points