

**Clarification Note No. 1 to
ITB No. SEC/05/2012/CPA253274 for the
Provision of Vehicle Comprehensive and Third Party Liability Insurance to the
OSCE**

Question 1:

We would be interested in participating, but we are international insurance brokers. That does not seem to be a category allowed for under Section Two – Company Profile. Is it OK for us to participate?

Answer 1:

Company Profile in the Section III – B Qualification Information Form of the Bidding Documents envisages different nature of insurance business the company can be involved in, relating to this procurement exercise, i.e. an insurer, an underwriter, an authorised agent, a general trader, a consulting firm, etc. OSCE seeks Bids from eligible and qualified companies for providing such type of services. Brokers are invited to participate; however, please provide the information what insurance company you represent and submit an underwriter's (consortium) agreement with the insurer together with your Bidding Documents.

Question 2:

We would like to submit the quote to you by e-mail. Please confirm.

Answer 2:

Pursuant to Art. 19.1 of Section II – Bidding Data Sheet, Bidders may NOT submit their Bids by e-mail or facsimile. Bids must be delivered to the postal address specified in the Invitation Letter to the Bidding Documents before the designated deadline. Moreover, Technical and Financial Bid shall be submitted in two separate envelopes and clearly marked as envisaged in the Invitation to Bid.

Question 3:

Is it possible to provide some idea of the maintenance schedule in place on your fleet, and advise where spare parts are supplied from – perhaps you have a central stockpile of these to cater for day to day repairs?

Answer 3:

The maintenance schedule is as recommended by manufacturers. Very often it is even more frequent, in the countries where the quality of fuel is below EU standards. Our vehicles are serviced by authorised workshops for each vehicle make/model; we do not have either our own workshops or spare parts stock. If some spare parts are not available on local markets - from local dealers, we purchase them from authorised dealers in Austria.

Question 4:

As far as we can understand, you have a total proposed fleet value of EUR 12,813,149 with a maximum value [for physical damage losses only] of EUR 40,000 per vehicle. Is this correct?

Answer 4:

The fleet value is 12,813,149 EUR - original purchase value. OSCE has provided a method of calculation of the replacement value. Since our most expensive vehicle is the big bus with the original purchase value of 228,547 EUR as stated in the Table B, the compensation for the total loss of this bus (replacement value) would be 26% of its purchase value (it is 11 years old) minus 250 EUR deductible, which amounts to 59,172 EUR (26% * 228,547 - 250 = 59,172 EUR). There is no fixed amount as a limit of compensation per vehicle - the replacement value is the limit.

Question 5:

May we get the name of the insurance company for this risk so far?

Answer 5:

OSCE's current insurer for the provision of vehicle comprehensive and third party liability insurance coverage has been Generali Versicherung AG.

Question 6:

Regarding vehicle registration and claims, how was this handled so far?

Answer 6:

OSCE's current insurance broker does the registration / de-registration of the vehicles in the OSCE Secretariat. This service is needed occasionally for newly acquired, written off or transferred vehicles: once or twice a year. The broker does not charge OSCE for this service. The insurance claims are submitted through the broker.