

**Adeyemi College of Education**

**P.M.B. 520, Ondo,**

**Ondo State, Nigeria**

**Invitation for Application from Suitably Qualified Insurance Firms**

Adeyemi College of Education, Ondo, Ondo State, Nigeria, invites application from suitably qualified Insurance Firms with proven track record in Brokerage and Insurance Underwritings for the College.

**Classes of Insurance**

- (1) Private Motor Insurance Policy
- (2) Commercial Motor Insurance Policy
- (3) Fire/Special Peril Insurance Policy
- (4) Burglary/House Breaking Insurance Policy
- (5) Group Personal Accident Insurance Policy

**Appointment**

- (1) Brokers
- (2) Insurance Underwritings

**Pre: Qualification Requirements for Consideration**

**Interested and eligible firms are required to meet the following criteria:**

- (i) Payment of non-refundable fee of N50,000.00 and N20,000.00 in bank draft in favour of Adeyemi College of Education, Ondo, by underwriting firms and brokers respectively.
- (ii) Evidence of Incorporation/Registration with the Corporate Affairs Commission/NAICOM Certificate.
- (iii) Evidence of Tax Clearance Certificate for the past three years (2012, 2013&2014), certification and three years published account.
- (iv) Evidence of VAT registration and remittance.

- (v) Evidence of remittance of Pension Contributions of employees to PENCOM in line with section 16, sub-sections 8(d) of the Procurement Act.
- (vi) Evidence of compliance with the provisions of the Industrial Training Fund Amended Act 2011.
- (vii) Company's profile and office address.
- (viii) Evidence of organization(s) such insurance company has had business with within the past three years. (With supporting documents e.g. letters of award).
- (ix) Audited Account of the Company for the past three years (2011, 2012, 2013).
- (x) Evidence from Company's bankers as to its financial strength, worthiness and solvency.
- (xi) Technical qualifications and experience of key technical personnel (Professional Certificates & CVs are to be attached).

Arrangement of documents should follow the order in the list above, appropriately numbered. Each parcel should have a Table of Content indicating the pages or folios on which these items are to be found. Any submission that does not conform to this format may not be processed further.

Submission: Expression of Interest (EOI) documents are to be submitted with the above stated requirements. The envelope should be wax-sealed and marked at the top left corner:

**“Expression of Interest (EOI) for Brokerages and Insurance”**

**Underwriting.....Adeyemi College of Education, Ondo.**

**Addressed and delivered to:**

**The Registrar,**

**Adeyemi College of Education,**

**P.M.B. 520,**

**Ondo**

Application should be submitted **not later than 28<sup>th</sup> April, 2015**

**Signed**

**F.E. Aderinboye**

**Registrar**