

8<sup>th</sup> April 2024

To whom it may concern,

**Invitation to Tender: MAG 24 01 Insurance Services**

The Mines Advisory (MAG), invites you to submit proposals for the Provision of Insurance Services for a period of 4 years (starting from September 2024). We aim to have a strong, constructive working relationship with our insurance broker, drawing on their knowledge of the insurance market when advising us on the appropriate type and level of insurance cover for our operational and people needs as well as how to ensure we implement the most cost-effective insurance premium payment model.

Please find enclosed the following information to assist in your deliberations of whether to enter this tender:

2. Tender Instruction Sheet
3. MAG Overview
4. MAG Annual Report and Accounts 2022
5. MAG's 2024-2028 Strategic Framework
6. Relevant MAG Policies
7. Supplier Registration Questionnaire
8. Supplier Service Offer Questionnaire
9. Expression of Interest (Eoi) Form
10. Non-Disclosure Agreement (NDA)

If you wish to participate in this tender and agree to the terms as set out in the tender instruction sheet, please complete and return the Eoi form, NDA and Supplier Registration Questionnaire to [tenders@maginternational.org](mailto:tenders@maginternational.org) by no later than **15<sup>th</sup> April 2024 17:00 BST**.

Upon receipt of these documents you will be sent summaries of the following confidential information:

11. MAG's Claims Experience (3 years)
12. MAG's Insurance Cover
13. MAG Policy Digest for Programmes 2023/24
14. MAG Policy Digest 2023/24

Any requests for clarification on the services available for tender must be sent to [tenders@maginternational.org](mailto:tenders@maginternational.org) by no later than **2<sup>nd</sup> May 2024 17:00 BST**. Questions and responses will be collected and shared during the week commencing 13<sup>th</sup> May 2024, to all organisations that had completed and returned the Eoi form, NDA and Supplier Registration form by the requested deadline.

If you would like a short informal conversation with our Director of Governance and Business Transformation, between 29<sup>th</sup> April -1<sup>st</sup> May, to learn more about MAG and our insurance requirements, please contact [catherine.hope@maginternational.org](mailto:catherine.hope@maginternational.org) to schedule a call.

Completed Supplier Offer Questionnaires, and any accompanying annexes (no more than 10 pages) must be submitted by no later than **3<sup>rd</sup> June 2024 17:00 BST**.

As part of our tender process, we will invite short listed suppliers to give a short presentation to be held between **2<sup>nd</sup> and 3<sup>rd</sup> July 2024**. Please reserve these dates in your diary. Further details and exact timings will be sent to short listed suppliers the week commencing 17<sup>th</sup> June 2024.

Yours sincerely,



Judy Jung Bew  
Procurement Coordinator