

**REQUEST FOR TENDER - RFT**  
**INSURANCE SERVICE – FOR WWF TANZANIA OFFICE ASSETS – FY 2026**

1. WWF Tanzania Country Office is a Non- Government Organization dealing with environmental protection in Tanzania since 1990 and it has supported the Government of Tanzania in implementing various projects on Marine, Forest, Fresh Water, Energy and Wildlife. WWF global mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
  - i. Conserving the world's biological diversity;
  - ii. Ensuring that the use of renewable natural resources is sustainable and
  - iii. Promoting the reduction of pollution and wasteful consumption.
2. WWF's one of its ambitions is to ensure business continuity and one of the ways of mitigating risks, it to insure its general assets (various furniture, equipment, Plants & Machinery – generators), we value this importance of safeguarding businesses by insuring our physical assets, against damage or loss due to various causes like fire, theft, or natural disasters and minimize financial stress.
3. WWF Tanzania is looking for eligible, reputable and well-established insurance firms to provide insurance services to WWF assets (Furniture, Equipment & Plant & Machinery) for the financial year 2026
4. Eligibility & qualification requirements
  - Registered company in the insurance business
  - Experience of not less than 5 years in business with good track records
  - A company with a strong and positive customer satisfaction – provide evidence
  - Credible; with good history of processing claims fairly, efficiently and quickly – provide proof
  - Staffing and professionalism & responsive customer service
  - Evidence of financial capacity to handle claims in short time possible
  - Not subjected to any legal proceeding
  - Any other supporting documents that seem to be relevant for this tender
5. WWF Tanzania needs to identify a Competent Firm that will be contracted by WWF Tanzania Country Office for insuring its general assets (**non-Health**) for the next Financial Year 2026. As per # 2 above, the Assets will comprise of **Office Furniture, all ICT Equipment and Office Plan & Machinery (generators) & Cash**
6. Interested eligible bidders as per para 4 above should submit their documents giving details of

premium charged per type of cover per annum with all the requirement eligibility qualifications as provided above

7. The email heading should clearly read **“WWF OFFICE ASSET (FURNITURE, ICT EQUIPMENT, and CASH & PLANT AND MACHINERY) INSURANCE SERVICE FOR Financial Year 2026”**.
8. Please note that, only electronic applications/bids properly filled in **ONE** document, should be send through procurement email at [procurement@wwftz.org](mailto:procurement@wwftz.org)
9. You may also get this advert on our website at; [https://www.wwf.or.tz/jobs\\_and\\_opportunities/consultancies\\_and\\_tenders/](https://www.wwf.or.tz/jobs_and_opportunities/consultancies_and_tenders/) to access this advert and other related tenders and jobs, for uniformity reasons, the title of the assignment “INSURANCE SERVICE – FOR WWF TANZANIA OFFICE ASSETS FOR FY 2026” and addressed to;
10. Please, address your application to:  
Secretary  
Procurement Committee,  
WWF Tanzania,  
Plot # 252 Mikocheni, Kiko St. Off Mwai Kibaki Rd  
Box 63117, Dar es Salaam, Tanzania  
Web: [wwf.or.tz](http://wwf.or.tz)

Late applications, portion of applications shall not be accepted for evaluation irrespective of the circumstance (please, remember that, only electronic applications will be accepted)

The application should be submitted to the above email by or before, before 1000hrs local time, Monday, 19<sup>th</sup> May, 2025.

11. The applicant who passes the preliminary evaluation, will be availed with the comprehensive WWF Tanzania assets list for each of the category above for final agreement before contracting
12. Evaluation of the tenders will be done based on WWF procurement guidelines.
13. WWF Tanzania is not bound to accept any lowest or highest proposal submitted **and that;** only successful applicant shall be contacted.
14. WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)