

Request for Quotation

Provision for Travel Insurance Coverage for AITI Employees

Reference:	AITI/8/2 – Travel Insurance
Opening Date:	Wednesday, 26 August 2026
Closing Date:	Monday, 21 September 2026 no later than 3:00 p.m. ¹
Email:	procurement@aiti.gov.bn
Information Day:	N/A
Document Fee (non-refundable):	BND5.00

¹ Please adhere strictly to the Closing Date and Time and ensure that both Technical and Commercial Proposals are submitted before 3:00 p.m.

EXECUTIVE SUMMARY

This executive summary contains the high-level scope of work involved in the project.

1. AITI is seeking a Vendor to provide travel insurance with 24/7 international worldwide coverage and emergency assistance for its employees while travelling overseas for official purposes for a period of one (1) year.
2. The objective is to provide AITI employees with insurance coverage and protection against any type of unforeseen events, risks and financial losses while traveling overseas on official businesses.
3. The high-level scope of work involves:
 - 3.1. Travel insurance coverage for AITI employees on per trip basis.
 - 3.2. Focal person.
 - 3.3. Facilitation services.
 - 3.4. Renewal of appointment for additional one (1) year.
4. **Eligibility**
 - 4.1. Businesses and companies legally established in Brunei Darussalam who have registered with Brunei Darussalam Central Bank (BDCB) as a licensed Insurance Company/Takaful Operator and/or Insurance or Takaful General Agent, and have past experience in the Contract Work are eligible to participate in this RFQ.

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