

PRE-BID MEETING MINUTES

PROCUREMENT OF INSURANCE COVERS FOR THE FLEET OF VEHICLES CEYLON PETROLEUM STORAGE TERMINALS LIMITED - BID NO.: 205/2056

DATE : 14th OCTOBER 2025

TIME : 10:00 HRS

VENUE : BOARD ROOM, CPSTL

The Pre-Bid Meeting was chaired by the Deputy General Manager (Operations). The following insurance companies participated in the meeting. The bidders were briefed on the background and scope of the procurement.

Officials of CPSTL explained the following details

1. All bidders were informed to comply with the Terms and Conditions of the Procurement Document.
2. Emphasized the all bidders need for special attention to the Form of Bid, Bid Security, Signature Authorization, PCA 03, etc.
3. The mandatory requirement to waive off the owner's account/contribution for all insurance policies, regardless of the vehicle's Year Of Manufacture.
4. In case, the bidders are unable to submit the original bids, Bids may be submitted via email; however, they must be received and accessible on the CPSTL server before the bid closing time at their own discretion. The original Bid Security (Bank Guarantee or Bank Draft) must be submitted or hand-delivered to CPSTL on or before the bid closing date and time.
5. All bidder queries related to this procurement must be submitted in writing or via email to the Procurement Function no later than 1030 hrs on 15.10.2025. Response for the queries will be circulated to all bidders on or before 20.10.2025.

Query Serial No.	Query	BEC Response															
01	Claim history	To be informed as soon as possible arrange															
02	Past 3 years Premium history	1) 2022/23 - Rs. 11,730,397.74 + VAT 2) 2023/24 - Rs. 12,505,299.89 +VAT 3) 2024/25 - Rs. 11,314,764.26 +VAT															
03	Earned NCB history	To be informed as soon as possible arrange															
04	Current insurer	M/s Sri Lanka Insurance Corporation															
05	YOM (Year of Manufacture) – Requirement for all vehicles	Please refer Annexure - M in Procurement Document															
06	Windscreen cover – Confirmation of value for specific vehicles (BMW 7 Series, BMW 5 Series, Nissan X Trail, Montero Jeep)	CPSTL is not in a position to give a price for the windscreens as the prices in the market are varying. Our requirement is genuine Windscreens. So far no clam issued for windscreens cover for Cars/SUV															
07	Vehicle data – Request for PDF soft copy of fleet details	PDF is attached herewith															
08	Fuel type – Hybrid and Electric vehicle identification	1.5 Hybrid vehicles available. 2. No Electric vehicles. 3.Others are Petrol/Diesel															
09	Coverage type – Whether to offer comprehensive cover for “Plant & Machinery” vehicles	<table border="1"> <thead> <tr> <th>Description</th><th>No. of Vehicle</th><th>Policy Type</th></tr> </thead> <tbody> <tr> <td>Crane</td><td>4</td><td rowspan="4">Motor Comprehensive</td></tr> <tr> <td>Fire Truck</td><td>4</td></tr> <tr> <td>Wrecker / TOW Truck</td><td>1</td></tr> <tr> <td>Gulley Emptier</td><td>3</td></tr> <tr> <td>Fork Lift</td><td>6</td><td>Third Party</td></tr> </tbody> </table>	Description	No. of Vehicle	Policy Type	Crane	4	Motor Comprehensive	Fire Truck	4	Wrecker / TOW Truck	1	Gulley Emptier	3	Fork Lift	6	Third Party
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Fork Lift	6	Third Party															
10	PAB (Passenger Accident Benefit) requirement – Clarification on why two limits requested	To be clarified as soon as possible															
11	Fleet structure – Whether all vehicles to be placed under one motor fleet	Policy requirement as per Term & Conditions of Procurement Document															
12	Tender qualification – Request to revise minimum qualifying criterion (from 5Bn to 3Bn)	No changes in the Procurement Document															
13	Owner’s contribution chart	Please refer Pre Bid Meeting Minute No.03															