



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)

Herein referred to as (KZNCETC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF INSURANCE SERVICES FOR A PERIOD OF 60 MONTHS
Tender No.: PU8413/008**

Mandatory Criteria

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled and signed where applicable by a delegated representative	Yes	No
Appendix B	Completed technical specifications and pricing	Completed technical specifications and pricing	Yes	No
Appendix C	Letter of Good Standing from the bank (Bank Rating Letter)	Submit a Letter of Good Standing from the bank (Bank Rating Letter) (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix D	SBD Forms			
Appendix E	Company Registration Documents	Certified Company registration documents (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix F	Tax Pin	An original valid Tax Pin (must be valid on tender closing) (in case of a JV both parties to submit)	Yes	No
Appendix G	BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or Signed Sworn Affidavit (in case of a JV both parties to submit)	Yes	No
Appendix H	Board resolution	Attach copy of signed board resolution.	Yes	No
Appendix I	Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Appendix J	Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix K	FSCA	Provide valid licence to transact business as a financial services conduct Authority (FSCA)	Yes	No
Appendix L	Brokerage SLAs/code	Submit copies of all SLAs/codes you have with insurance companies	Yes	No

Functionality Evaluation Criteria

Functionality Criterion	Weightings
Proposed Approach and Methodology: <ul style="list-style-type: none"> - A detailed breakdown of the tender price and the pricing structure for the five-year period = 10 Points - Bidders Proposal that details all the methodology and process followed when processing claims from the reporting of the incident, documents required, period of accessing the claim, total turnaround time of the claim and pay-out etc. = 15 Point 	25
Experience: <ul style="list-style-type: none"> - Demonstrate company experience in short term Insurance: - In business for more than 10 years = 10 Points - In business for 5 — 10 years = 07 Points - In business for 1 - 5 years = 05 Points - In business for less than 1 year = 02 Points - Key Accounts Manager with relevant qualifications and must be a registered insurance sales representative by FSCA plus 7 years' experience in the short-term insurance industry =10 Points - Insurance Sales Representative with relevant qualification plus 5 years' experience = 5 Points 	25
Contactable References: Provide three (3) valid written and contactable reference letters of contracts of similar size for the past five (5) years: <ul style="list-style-type: none"> • 3 references in performing the insurance broking services not older than 5 years as per form attached = 20 Points • 2 references in the performing the insurance broking services not older than 5 years as per form attached = 15 Points • 1 reference in performing the insurance broking services not older than 5 years as per form attached = 05 Points 	20
Presentation: <ul style="list-style-type: none"> - Presentation of the Project plan. - Knowledge of the COLLEGE's Business - Proposal of suitable Insurance packages in the market as per COLLEGE's requirements - How will the insurance broker ensure that the College's requirements are met? - Short term Insurance broking experience - Including a structure of a team for the COLLEGE project. - Additional information 	30

Functionality Criterion	Weightings
Total	100