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 THIRTY-SIX (36) MONTHS

Tender No: PU8413/010

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU8413/010 THE PROVISION OF INSURANCE SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU8413/010** is at 11h00 AM on **Thursday, 11 December 2025.**

Tender number	**PU8413/010**
Date issued	**21 November 2025**
Tender closing date	**11 December 2025** **Time: 11:00 AM** **Tender Submission will be Electronic on www.purcosa.co.za** **Supplier Hub- Online Tender Submission Guide**
Non-Compulsory Information Session	**01 December 2025** **Time:11h30 AM** **An online non-compulsory briefing session will be facilitated via MS Teams**

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description of Appendix	***Requirement***	***Circle yes if submitted***	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach your pricing schedule as per specifications, **Pricing schedule to also be saved in excel format.**	Yes	No
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
Company registration documents	Provide Company registration documents	Yes	No
Board resolution	Attach copy of signed board resolution	Yes	No
ID Copies of directors	Certified and not older than 6 months	Yes	No
Tax clearance certification or Pin and VAT registration	Provide the original valid tax clearance certificate or Pin and VAT registration certificate	Yes	No
B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Complete Point 9 of this tender document	Yes	No
Registration On Central Supplier Data Base (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
Fully signed SBD Forms	SBD 4 SBD 6.1 SBD 8 SBD 9	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour (Not from Federated	Yes	No

	Employers Mutual Assurance Company FEM)		
FSCA	Provide valid licence to transact business as a financial services conduct Authority (FSCA)	Yes	No
Brokerage SLAs/code	Submit copies of all SLAs/codes you have with insurance companies	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

Evaluation of Functionality

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Experience: **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 = 05 Points	**25**
Proposed Approach and Methodology: • 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 Points	**25**
Contactable References: **Provide three (3) valid written and contactable reference letters of contracts of similar size for the past five (5) years:**	**20**

• 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	
Presentation: • 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**
Total points	**100**

Pricing Schedule

No	**Item**	**Total price Incl Vat**
1	Monthly Insurance Premium per month	R
	Grand total premiums for 36 months Incl Vat	**R**